APPENDICES

7
RESOLUTION UPDATES

2578/26 - Cllr Burfoot & the Clerk to investigate further the costs associated with installing a SID in Starkholmes	Full Council	16.03.2026	TBC	Cllr Burfoot	Process begun - see point 12 on the agenda
2579/26 - Get Stripe set up	Full Council	16.03.2026	20.03.2026	RFO	Completed 01.04.2026

8
INTERNAL AUDITOR

East Midlands Audit Services Ltd

INTERNAL AUDIT REPORT/CHECKLIST FOR MATLOCK TOWN COUNCIL FOR THE YEAR ENDING 31 MARCH 2026

Further to the Internal Audit of Accounts I carried out on 10 May 2026, I confirm that the annual audit was carried out in accordance with the suggested approach contained in the Smaller Authorities Proper Practices Panel (SAPPP) - Practitioners' Guide 2025 to be applied in the preparation of statutory annual accounts and governance statements 2025/26.

Page 3 of the 2025/26 AGAR form has been signed off accordingly.

Signed 10 May 2026

East Midlands Audit Services Ltd

1.	**Book Keeping**		**Comments**
1.1	Ledgers maintained and up to date?	Yes	Software used – Scribe
1.2	Arithmetic correct?	Yes	

2.	**Financial Regulations and Standing Orders**		**Comments**
2.1	Standing Orders adopted, up to date and reviewed annually?	Yes	FC 19/05/2025 – AM18/25
2.2	Financial Regulations adopted, up to date and reviewed annually?	Yes	FC 19/05/2025 – AM17/25
2.3	FRs properly tailored to council?	Yes	
2.4	RFO appointed – In accordance with proper practices and with reference to section 151 of the Local Government Act 1972.	No	Formal approval at FC for appointment of RFO.
2.5	Review of procedures in place for acquisition of formal tenders and quotes ensuring they are in line with the SO & FR which should be based on the latest version	Yes	Standing Orders and Financial Regulations to be approved at next Corporate meeting with the latest version.

2.6	Ensure that consistent values are in place for acquisition of formal tenders between SO & FR (different values may be in two documents)	Yes	
2.7	Review the procedures for receipts of invoices, agreement of invoice detail and confirmation of goods/services delivery and approval for payment	Yes	
2.8	Check that there is effective segregation between the writing of cheques and or setting up of online payments and physical release of payments	Yes	Unity and Lloyds RFO submits payments they are then approved by Clerk. RBS – just RFO submits and approves payments
2.9	List of member interests held?	Yes	Website missing ROI for a number of Councillors, suggest linking it to District Council website.
2.10	Agendas signed, informative and displayed with 3 clear days' notice? Local Government Act 1972, Schedule 12 Part 2, paragraph 10, sub paragraph 2. APM 7 clear days LGA 1972, Sch 12, para 15.	Yes Yes	Checked agendas issued throughout 2025/26.

3. Payment Controls			**Comments**
3.1	Is there supporting paperwork for payments with appropriate authorisation (two signatories)(Full Council Approval) ?	Yes	Payments approved by Corporate Committee.
3.2	Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements	Yes	All claims have been submitted – quarterly returns.
3.3	Has the Council adopted the General Power of Competence (GPC) and is there evidence this is being applied correctly? (At least 2/3 elected members and a qualified Clerk (CiICA or higher)	N/A	

	resolved at the Annual Council meeting after an election)		
3.4	S137 separately recorded and within limits?	N/A	
3.5	S137 expenditure of direct benefit to electorate?	N/A	
3.5	S137 expenditure minuted?	N/A	
3.6	Where applicable, are payments of interest and principal sums in respect of loans paid in accordance with agreements?	N/A	No loans
3.7	Where debit/credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place.	Yes	Debit card – only Clerk has access.

4. Risk Management			**Comments**
4.1	Does scan of minutes reveal any unusual activity?	No	
4.2	Annual risk assessment carried out at least annually?	No	Risk Assessment due to be adopted at next Corporate Committee meeting.
4.3	Insurance cover appropriate and adequate – employment, public liability and fidelity guarantee and has been reviewed on an annual basis?	Yes	Fidelity insurance held – review as this is £500K
4.5	Internal financial controls documented and evidenced?	Yes	Within Financial Regulations Suggest adopting an Internal Control Policy
4.6	Evidence that a review of the effectiveness of internal audit was conducted during the year, including consideration of the independence and competence of the internal auditor prior to their appointment	Yes	Corporate Committee – 23/06/2026 CC482/25
4.7	Ensure that appropriate arrangements are in place for monitoring play areas,	N/A	

	open spaces and sports pitches; such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members that they have received the appropriate training and accreditation		

5. Budget			**Comments**
5.1	Annual budget has been properly prepared before the budget is set and agreed at Full Council.	Yes	FC 19/01/2026 2562/26
5.2	Ensure that the precept received in the accounts matches the prior year submission form to the relevant authority and the public record of precepted amounts.	Yes	£377,681
5.3	Precept amount has been agreed at Full Council and clearly minuted	Yes	FC 19/01/2026 2562/26 £395,432 Amount agreed should be minuted by FC.
5.4	Reserves held – general and earmarked Reserve Policy held?	Yes No	General Reserves only Suggest adopting a Reserves Policy
5.5	Regular reporting of expenditure and variances from budget?	No	Not regular during year.

6. Income Controls			**Comments**
6.1	Is income properly recorded and promptly banked?	Yes	
6.2	Is income reported to Full Council?	Yes	Corporate Committee
6.3	Does the precept record agree to the Council Tax Authority's notification?	Yes	

6.4	Review of 'aged debtors' listings to ensure appropriate follow up action is in place.	Yes	Debtors report taken to Corporate meeting. £3,089.50 as at 31 March 2026
6.5	Allotments; ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained, identifying that debtors are monitored.	Yes	Started using Scribe for allotments. Tenancy agreements in place. RFO holds register of tenants and chases payments.
6.6	Burials: ensure that a formal burial register is maintained, that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates)	N/A	
6.7	Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised.	Yes	*Started using Scribe bookings.* *Manual diary system used prior to this.*
6.8	Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income.	Yes	

7. Petty Cash			**Comments**
7.1	Is petty cash in operation?	Yes	£50.00
7.2	If appropriate, is there an adequate control system in place?	Yes	
7.3	Review the systems in place for controlling any petty cash and also cash floats (used for bar, catering, etc).	Yes	
7.4	Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held.	Yes	

7.5	Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held.	Yes	
7.6	Ensure that VAT is identified wherever incurred and appropriate	Yes	
7.7	Physically check the petty cash and other cash floats held.	Yes	
7.8	Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till "Z" total	N/A	

8 .	**Payroll – Staff**		**Comments**
8.1	Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract.	Yes	1 contract missing, Clerk will issue an updated contract of employment.
8.2	Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability.	Yes	
8.3	Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and also with the contracted hours.	Yes	
8.4	Ensure that appropriate tax codes are being applied to each employee.	Yes	
8.5	Where free or paid for software is used, ensure that it is up to date.	Yes	Sage
8.6	For the test sample of employees, ensure that tax is calculated appropriately.	Yes	

8.7	Check the correct treatment of Pension contributions	Yes	
8.8	Ensure that the correct employers' pension percentage contribution is being applied.	Yes	
8.9	For NI, ensure that the correct deduction and employer's contributions are applied: NB. the employers allowance is not available to councils but may be used by other authorities	Yes	
8.10	Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies	Yes	
8.11	Has council approved salary paid?	Yes	
8.12	Have pension re-declaration duties been carried out?	Yes	13/10/2025
8.13	Other payments reasonable and approved by council?	Yes	
8.14	Minimum wage paid?	Yes	

9. Asset Control			**Comments**
9.1	Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of/ no longer serviceable assets.	Yes	
9.2	Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement/ insured cost, the latter being updated annually and used to assist in forward planning for asset replacement.	Yes	
9.3	Additions and disposals records should allow tracking from the prior year to the current.	Yes	
9.4	Ensure that the asset value to be reported in the AGAR at section 2, line 9 equates to	Yes	Last year £1,283,555

	the prior year reported value, adjusted for the nominal value of any changes.		This year £1,514,741
9.5	Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or "self-insured" by the Authority.	Yes	
9.6	Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time.	Yes	
Fixed asset investments:			
9.7	Ensure that all long-term investments (i.e., those for more than 12 month terms) are covered by the "Investment Strategy" and reported as Assets in the AGAR at section 2, line 9.	N/A	

10. Borrowing and Lending			**Comments**
10.1	Ensure that the authority has sought and obtained appropriate UK Debt Management Office approval for all loans acquired.	N/A	No loans
10.2	Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan, any arrangement fee should be regarded as an admin expense) in the year of receipt.	N/A	No loans
10.3	Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at section 2 line 5.	N/A	No loans
10.4	Ensure that the outstanding loan liability as at 31st March each year is correctly recorded in the AGAR at section 2, line 10 (value should be verified from the lender and verification provided to the IA by the clerk/RFO).	N/A	No loans
10.5	Where the Authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient	N/A	No loans issued

	body, or their members, agreeing to underwrite the loan debt.		

11. Bank Reconciliations			Comments
11.1	Is there a bank reconciliation for each account?	Yes	
11.2	Reconciliation carried out on receipt of statement?	Yes	
11.3	Do the individual bank balances agree with the bank statements as at 31 March?	Yes	
11.4	Is there regular reporting of bank balances at Council meetings?	Yes	Corporate Committee

12. Year End Procedures			Comments
12.1	Has the appropriate end of year AGAR documents been completed?	Yes	
12.2	Whilst IAs are not required to verify the accuracy of detail to be disclosed in the AGAR, this assertion, together with the expectation of most Authorities, effectively requires IAs to ensure that the financial detail reported at section 2 of the AGAR reflects the detail in the accounting records maintained for the financial year. Consequently, IAs should: ● Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein. ● Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end.	Yes	Income and Expenditure
12.3	IAs should ensure that, all relevant criteria are met (receipts and payments each totalled less than £25,000)	N/A	

	• the correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline; • that it has been published, together with all required information on the Authority's website and noticeboard.		
12.4	IAs should review the Authority's website ensuring that all required documentation is published in accordance with the relevant legislation.	No	Transparency Code not followed.
12.5	IAs should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the Authority's records are available for public inspection. IAs may also check whether authorities have minuted the relevant dates at the same time as approving the AGAR.	Yes	01/07/2026 to 11/08/2026
12.6	IAs should ensure that the statutory disclosure / publication requirements in relation to the prior year's AGAR have been met as detailed on the front page of the current year's AGAR.	No	Notice of Public Rights – 01/07/2025 to 11/08/2025 Conclusion of audit not published due to not receiving certificate from external auditor
12.7	Roll forward of the prior year cashbook balances to the new financial year	Yes	Scribe moves across balances at year end.
12.8	Sample Financial Transactions in cashbooks to bank statements (Appendix 1)	Yes	As below

13. Internal Audit			**Comments**
13.1	Has the Council considered the previous internal audit report?	Yes	Corporate Committee 23/06/2026 CC482/25
13.2	Has appropriate action been taken regarding the recommendations raised?	No	Council has made a start to act upon the recommendations made during the last internal audit.
13.3	Has the Council confirmed the appointment of an internal auditor?	No	Appointment has not been approved by Council.
13.4	Has the letter of engagement been approved by Full Council?	No	

14. External Audit			Comments
14.1	Has the Council considered the previous external audit report?	No	External audit certificate not received
14.2	Has appropriate action been taken regarding the comments raised?	N/A	
15. Other Information			**Comments**
15.1	Was the annual meeting held in accordance with legislation? (First item of business – appoint Chair) (Annual Council meeting to be held in May)	Yes	FC 19/05/2025 AM01/25
15.2	Is there evidence that Minutes (Full Council and all Committees) are administered in accordance with legislation? (LGA 1972 schedule 12 Para 41(1) and 44 – Unapproved minutes of the meeting should be formally approved (with any necessary amendments) at the next meeting. The Chair is given formal approval to sign the minutes)	Yes	Minutes on the website state unapproved.
15.3	Is there a list of members interests held?	N/A	See earlier comments
15.4	• Confirm that all charities of which the council is a Trustee are up to date with CC filing requirements. • that the council is the sole trustee on the Charity Commission register. • that the council is acting in accordance with the Trust deed. • that the Charity meetings and accounts are recorded separately from those of the council. • review the level and activity of the charity and where a risk based approach suggests such, review the Independent Examiners report.	N/A	
15.5	Has the Transparency code been correctly applied, and information	No	

	published in accordance with current legislation?		
15.6	Has the Council registered with the Information Commissioners Office (ICO)?	Yes	Z2930933 Expiry – 13/11/2026 Tier 1
15.7	Is the Council compliant with the General Data Protection requirements?	Yes	FC 21/10/2024 CC4321/24
15.8	Has the Council published a website accessibility statement on their website in line with Regulations?	Yes	
15.9	Does the Council have official email addresses/ for correspondence owned and paid for by Council?	Yes	enquiries@matlock.gov.uk
15.10	Is the Council website meeting WCAG2.2AA (Website accessibility guidelines)?	Yes	AIM score 6.9 out of 10
15.11	Has the Council updated their website accessibility statement?	No	Statement requires updating to WCAG2.2AA and last review date was 2020.
15.12	Does the Council have an up to date IT Policy?	No	
15.13	Is there evidence that electronic files are backed up?	Yes	Cloud Hard drive connected to server, copies of backups kept off site exchanged weekly.
15.14	Do the terms of reference exist for all committee and is there evidence these are regularly reviewed?	Yes	FC 20/05/2025 - 0525/3650 Corporate Events Environment Planning

Annual Return (Page 5)			
		Year ending 31 March 2025	Year ending 31 March 2026
		RESTATED £	£
1	Balances brought forward	88,916	128,897
2	Annual precept	366,716	377,681
3	Total other receipts	92,536	73,979
4	Staff costs	273,887	269,241
5	Loan interest/capital repayments	0	0
6	Total other payments	145,384	154,956
7	Balances carried forward	128,897	156,360
8	Total cash and investments	109,513	147,828
9	Total fixed assets and long term investments and assets	1,283,555	1,514,741
10	Total borrowings	0	0
11	Section 2 annual return figures completed and cross referenced	Yes	Yes

Appendix 1

Payee invoice check	Russells Ltd	Five Counties Groundworks
Ledger date	30/09/2025	22/12/2025
Item/Budget heading	Equipment	Groundworks
Ref/cheque no.	BACS	BACS
Payment minute ref	CC501/25	CC520/26
Invoice value	£263.42	£3,600.00
Minute value	£263.42	£3,600.00
Payment value	£263.42	£3,600.00
Bank Statement value	£263.42	£3,600.00
Timely payment	Yes	Yes
VAT recorded	Yes (£ 42.15)	Yes (£600.00)
S137 recorded	N/A	N/A
S137 minuted	N/A	N/A

Recommendations

The following recommendations are made to strengthen governance, financial management, transparency, and compliance within the Council:

1. The appointment of the Responsible Financial Officer (RFO) should be formally recorded in the minutes of a Council meeting to provide a clear audit trail and evidence of Council approval.
2. The Financial Regulations should be reviewed and amended to accurately reflect the operation of the RBS bank account, specifically noting the absence of dual authorisation arrangements.
3. The Parish Council website should be updated to include the Register of Members' Interests. Alternatively, a clear and accessible link to the relevant District Council webpage should be provided.
4. A formal Risk Assessment should be adopted by the Council and reviewed annually to ensure that key risks are identified, monitored, and managed effectively.
5. The Council should review the current level of Fidelity Guarantee Insurance, presently £500,000, to ensure that cover remains adequate for the level of funds and assets held.
6. An Internal Control Policy should be considered, approved, and adopted by the Council to strengthen the governance framework and financial controls.
7. A formal Reserves Policy should be developed and adopted to provide transparency and clarity regarding the purpose and level of both general and earmarked reserves.
8. The employment records and contract documentation should be reviewed to ensure that all employee contracts are complete, current, and retained appropriately.
9. The Council should review compliance with the Transparency Code requirements applicable to authorities with annual turnover exceeding £200,000 and ensure all mandatory information is published.
10. The appointment of the Internal Auditor and consideration of the auditor's Letter of Engagement should be formally considered and recorded in Council minutes.
11. The Website Accessibility Statement should be reviewed, updated where necessary, and displayed prominently on the Parish Council website to ensure compliance with accessibility requirements.

12. Original bank statements should be reviewed and signed by two Councillors when presented alongside financial reports at Council or Corporate meetings, providing additional assurance and oversight.
13. Councillors should consider undertaking periodic internal governance and financial reviews throughout the year to strengthen monitoring arrangements and support effective decision-making.
14. Councillors may wish to consider obtaining view-only access to the Scribe accounting system, enabling greater transparency and facilitating oversight of financial records and transactions.

Conclusion

The Internal Audit has found that the Council generally operates with sound financial procedures and governance arrangements. However, a number of areas have been identified where improvements would enhance compliance, transparency, accountability, and internal control. The recommendations contained within this report are intended to support the Council in strengthening its governance framework and ensuring continued adherence to statutory and regulatory requirements. Consideration and implementation of these recommendations will further demonstrate the Council's commitment to effective stewardship of public funds and good governance practices.

The Clerk and/or RFO should certify the accounts before the full council approves them.

The Notice for the public inspection period must detail that it is for a single period of 30 working days and must include the first ten days of July (ie 03.06 – 14.07 or 01.07-11.08

Good Councillor guide provided to all councillors via email 16.06.2026

LOCAL GOVERNMENT PENSION SCHEME DISCRETIONS POLICY

Adopted by Matlock Town Council xx/xx/20xx

Minute no: xxxx/xx

INTRODUCTION

Delegation to committee

The Governance policy must state whether the administering authority delegates their function or part of their function in relations to maintain a pension fund to a committee, a sub-committee or an officer of the administering authority.

Matlock Town Council delegates function or part of their function to either the full Council or a Committee of the Council convened for that purpose.

MATLOCK TOWN COUNCIL EMPLOYER DISCRETIONS

Policy statements for Matlock Town Council as a scheme employer for non-school based staff.

Discretions relating to current contributing employees and leavers after 31/03/2014

Regulation 16(2)(e) and 16(4)(d)

Whether, how much, and in what circumstances to contribute to a shared cost Additional Pension Contribution (APC) scheme

Matlock Town Council will not normally exercise this discretion but may consider it under exceptional circumstances, taking into account the business case and foreseeable costs to the employer.

Regulation 31

Whether, at full cost to the Scheme employer, to grant extra annual pension of up to £8,903 (figure at 1.April 2025) to an active member or within 6 months of leaving to a member whose employment was terminated on the grounds of redundancy or business efficiency

Matlock Town Council will not normally grant any additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency but may consider it under exceptional circumstances, taking into account the business case and foreseeable costs to the employer

Regulation 30(8)

Whether to waive, in whole or in part, actuarial reduction on benefits which a member voluntarily draws before normal pension age

Matlock Town Council will not normally exercise this discretion but may consider it under exceptional circumstances, taking into account the business case and foreseeable costs to the employer.

Regulation TP3(1), TPSch 2, paras 2(1)

Whether to waive any actuarial reduction on pre and/or post April 2014 benefits paid early on compassionate grounds

Matlock Town Council will not normally exercise this discretion but may consider it under exceptional circumstances, taking into account the business case and foreseeable costs to the employer.

Regulation TPSch 2, paras 1(2) and 2(2)

Whether to 'switch on' the 85 year rule for a member voluntarily drawing benefits on or after age 55 and before age 60

Matlock Town Council will not normally exercise this discretion but may consider it under exceptional circumstances, taking into account the business case and foreseeable costs to the employer.

Regulation 30(6) & TP11(2)

Whether all or some benefits can be paid if an employee over 55 reduces their hours or grade (flexible retirement)

Matlock Town Council's policy is that all pension benefits are to be paid for cases agreed on reduction of hours or grade, ask the Clerk for further details.

Regulation 30(8)

Whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement

Matlock Town Council will not normally waive the actuarial reduction for routine flexible retirements but will consider on a case by case basis waiving in whole or part for workforce reduction flexible retirements – ask the Clerk for further details.

Discretions relating to leavers 01/04/2008 to 31/03/2014

Regulation B30(5), TPSch 2, para 2(1)
Whether to waive, on compassionate ground, the actuarial reduction applied to deferred benefits paid early under B30
Matlock Town Council will not normally exercise this discretion but may consider it under exceptional circumstances, taking into account the business case and foreseeable costs to the employer.
Regulation B30A(5), TPSch2, para 2(1)
Whether to waive, on compassionate grounds, the actuarial reduction applied to benefits paid early under B30A for a suspended tier 3 member.
Matlock Town Council will not normally exercise this discretion but may consider it under exceptional circumstances, taking into account the business case and foreseeable costs to the employer.
Regulation TPSch 2, paras 1(2) and 1(1)(c)
Whether to 'switch on' the 85 year rule for a deferred member voluntarily drawing benefits on or after age 55 and before age 60
Matlock Town Council will not normally exercise this discretion but may consider it under exceptional circumstances, taking into account the business case and foreseeable costs to the employer.
Regulation TPSch 2, paras 1(2) and 1(1)(c)
Whether to 'switch on' the 85 year rule for a suspended tier 3 member voluntarily drawing benefits on or after age 55 and before age 60
Matlock Town Council will not normally exercise this discretion but may consider it under exceptional circumstances, taking into account the business case and foreseeable costs to the employer.

Discretions relating to leavers 01/04/1998 to 31/03/2008 and councillors

Regulation 31(5) and TPSch 2, para 2(1)
Waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early
Matlock Town Council will not normally exercise this discretion but may consider it under exceptional circumstances, taking into account the business case and foreseeable costs to the employer.
Regulation TPSch 2, para 1(2) and 1(1)(f) and 60
Whether to 'switch on' the 85 year rule for a deferred member voluntarily drawing benefits on or after age 55 and before age 60
Matlock Town Council will not normally exercise this discretion but may consider it under exceptional circumstances, taking into account the business case and foreseeable costs to the employer.
Regulation 31(2)
Grant application for early payment of deferred benefits on or after age 50 and before age 55
Matlock Town Council will consider early release on a case by case basis, taking into account the business case, HMRC unauthorised payment charges and foreseeable costs to the employer.
Regulation 31(7A)
Optants out only to get benefits paid from Normal Retirement Date (NRD) if employer agrees
Matlock Town Council will allow optants out to only get benefits paid from normal retirement date.

Discretions relating to leavers before 01/04/1998

Regulation TL4, L106(1) and D11(2)(c)
Grant application for early payment of deferred benefits on or after age 50 on compassionate grounds
Matlock Town Council will consider early release on a case by case basis, taking into account the business case, HMRC unauthorised payment charges and foreseeable costs to the employer.

POLICY FOR FLEXIBLE RETIREMENT (Routine cases)

An employer can consent to a reduction in an employee's hours or grade and consent to the release of pension benefits where the employee is aged 55 and over.

For the purpose of this policy, requests for flexible retirement can be categorised as follows:

I. **Employee is age 60 or over**
   There is no cost to the employer as the employee is at or past age 60.
   If they do not meet the Rule of 85[1] *their pension benefits will be reduced to reflect early payment.*

II. **Employee is age 55 or over but less than 60 and does not meet the Rule of 85 until on or after their 60th birthday**
   In this case the regulations allow for the cost of the early payment of pension benefits to be borne by the employee so as to avoid a pension fund shortfall. The benefits are actuarially reduced to reflect the fact that they are paid early.

III. **Employee is age 55 or over but less than 60 and does meet the Rule of 85 either at the date of flexible retirement or at a later date that is before their 60th birthday**
   In this case Matlock Town Council would have to meet the Pension Fund shortfall arising from the early payment of pension benefits from the date when the Rule of 85 is met.

For those cases falling within categories 1 and 2 above

General policy is to consent to the payment of benefits from the Local Government Pension Scheme subject to a reduction of 40% (ie move from 5 days per week to 3 days = reduction of 2 days which is 40%) of the employee's contractual hours at the eve of their flexible retirement and/or a reduction of at least 1 grade in post.

A reduction of less than 40% of the employee's contractual hours may be considered:

a) In exceptional circumstances, and provided that this would also bring an ongoing financial benefit to the Council or
b) Where service delivery requires whole shifts to be worked.

Matlock Town Council, taking account of HR, legal and financial advice under the established process, makes the decision.

Where the benefits payable are reduced to reflect early payment the employer can agree to waive in whole or in part the reduction and pay the cost to the pension fund. It is our policy, as a general rule, not to agree to this. However, a Committee of the Council, convened for that purpose, will consider applications from those where it is considered that it would be in our interests to meet this cost.

Category 3

As there would be a cost to Matlock Town Council, the general policy is not to agree to the early release of pension benefits. However, where it is considered to be in the Council's interests, taking into account all the relevant factors including the cost, a Committee of the Council, convened for that purpose, will consider applications for flexible retirement.

In every case the needs of the service must be paramount.

Increases in hours after taking flexible retirement

Where an employee has been allowed to reduce their hours for the purposes of flexible retirement they will not be allowed to increase them on a permanent basis. Where it is in our interests, a temporary increase in hours for a period not exceeding six months can be permitted. The temporary increase in hours must be authorised by a Committee of the Council convened for that purpose.

An employee who has reduce their hours and taken flexible retirement must only be allowed to work additional hours or overtime at the same level that applied prior to the reduction in contractual hours.

[1] The Rule of 85 is where the sum of the scheme member's age plus period of membership in the Pension Scheme (both in whole years) is 85 or greater.

The aim is to prevent employees compensating for a reduction in contractual hours by working additional hours and overtime. A Committee of the Council which has been convened for that purpose, must approve requests for temporary increases in additional hours and overtime in advance.

APPEALS

Categories 1 and 2

An employee who is dissatisfied with the decision made by the Committee of the Council convened in response to a request for flexible retirement can appeal in writing within 14 days of receiving the decision to the Chair of Matlock Town Council.

Category 3

Where the decision has been made by the said Committee of Matlock Town Council to refuse an employee's request to reduce the hours they work for the purposes of flexible retirement, the person can appeal in writing within 14 days of receiving the decision to the Chair of Matlock Town Council.

Where the convened Committee has approved a reduction in hours, but the application for the payment of pension benefits on flexible retirement is refused by Matlock Town Council, a dissatisfied employee can appeal under the pensions internal dispute resolution procedure, writing in the first instance to the Town Clerk, Matlock Town Council, as the 'specified person'.

Matlock Town Council will follow their Grievance procedure should this be necessary.

Appeals should be made in writing stating the reasons for the appeal to:

Town Clerk, Matlock Town Council
Imperial Rooms, Imperial Road
Matlock, Derbyshire DE4 3NL

10
FINANCIAL RISK ASSESSMENT

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	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	High	Medium	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	High	Medium	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	High	Medium	Ensure that appropriate insurance cover/policy is in force.	

11
DBB CHARITY COMMITTEE REPORT

PURPOSE OF REPORT

To give the Council insight into the two projects currently being considered by the DBB Charity committee and to ask the Council if they will accept responsibility for the ongoing maintenance of both projects once they are completed

BACKGROUND

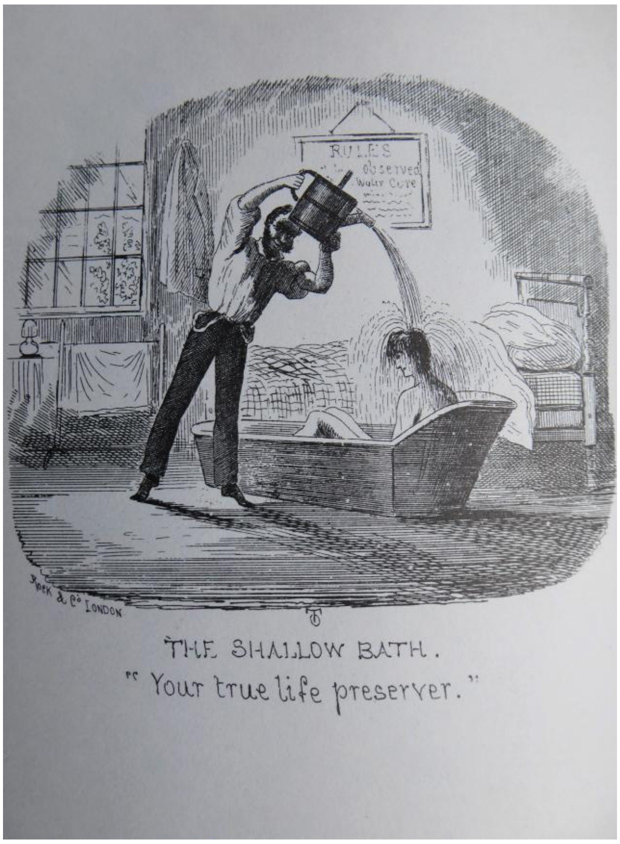
The two projects are as follows:

‘The Bathman’ – A Proposed Hydro-themed Artwork on Matlock Station Approach

1. **The Proposal**

MCA has a long-standing aspiration to commemorate Matlock’s Hydro Heritage by a statue or artwork or fountain in the town centre. The idea of an artwork based on a human figure demonstrating one of the ‘water cures’ seems to have been accepted in previous consultations with the Town, District and County Councils. This is the basis of the proposal for ‘The Bathman’ artwork. A significant difficulty has been in identifying the funding for an ambitious project worthy of celebrating the town’s origins. Finding a suitable site and where one of the local Authorities could take ownership of a completed project has also been a problem. MCA has recently received a substantial bequest that should enable the funding question to be resolved. A new site has also been identified at the approach to Matlock Railway Station from the town centre – a fitting location as it was the arrival of the railway in 1849 that made the development of modern-day Matlock possible. Appendix 2 tells the story of Matlock and its Hydro-Heritage.

The proposal is an artwork statue of a Bathman applying one of the ‘Water Cure’ treatments. It would be based on a humorous book of cartoons by Thomas Onhyn from 1857 - *‘Pleasures of the Water Cure by a patient who has been well drench'd and wrench'd and restored to health'*. The illustration shows the Bathman pouring water over a customer sitting in a shallow bath. The original idea was for the artwork to also be a water feature (many spa towns have fountains in the town centre). However the initial cost would be more and the maintenance implications will be difficult for a Local Authority to accept. Therefore the proposal is for a dry artwork with the water being imagined. The idea would be worked up in consultation with a local foundry and engaging an appropriate sculptor to refine the proposal. It would be a feature with an historic reference but also with a gentle sense of humour.



2. **The Site**

The completion of the Derwent Way Relief Road in 2009 left a triangle of vacant land on the approach to Matlock Railway Station. A line of birch trees was planted interspersed with seats fixed to planting boxes. The site proposed for the artwork is the apex of the triangle next to the pedestrian crossing of Derwent Way and alongside the pedestrian link from the Station to the town centre across Matlock Bridge. It would be a slightly larger than life-size bronze figure (the lady in the photograph is on the suggested site). It would be a prominent feature on the bend of the main A6 road. One of the planting boxes could be repositioned to make space if necessary. It would also be desirable to relocate the existing 'Urban Clearway' sign a little further westwards.

3. **Making the Project Happen**

There are several ingredients to the next steps to make the project happen.

a. This triangle of land has been used by the Town Council to site a series of planting boxes and seats under a Licence from the County Council. It is proposed that a variation to this existing Licence be sought to allow for the installation of the artwork. Securing this agreement in principle would be the first step. Once a detailed design has been agreed this could be the subject of a formal variation.
b. MCA would act as agents for Matlock Town Council in working up a detailed scheme and securing the necessary consents. MCA would be working on the detailed design with Leander Architectural (a local business from Doveholes). MCA has worked with this business on the design and installation of bronze artworks for over 20 years. Leander will be able to advise on appropriate artists/sculptors and, once a

design is approved, will be able to cast and then install the bronze artwork fixed to an appropriate plinth.

c. Consultation with DDDC would be necessary to check on planning consent issues. We would also seek DCC agreement to relocate the Urban Clearway sign.
d. Ken Parker (MCA) would be the project manager. He has undertaken this role on several MCA/TC joint projects over many years (eg Matlock Mural and Bailey's Tump). The Town Clerk would need to submit applications for Licences and any other permissions that may be required. The Orders confirming the contract for the work and the payment of Invoices would be best managed by the Town Council as this would enable the VAT to be recovered.
e. Leander gave an indicative cost in 2024 of £65,000 to £75,000 + VAT for a single 7ft high figure in cast bronze on a plinth. An up-to date figure would be sought based on the idea above but a cost of up to £100,000 seems likely. Grants and donations would be sought. Appendix 1 shows an initial budget and potential sources of funds. The detailed funding formula will evolve following the outcome of sponsorship invitations and grant applications. It is proposed that the David Barker Bequest Charity (managed by the Town Council) would act as guarantor to cover any expenditure not met by grants or sponsorship. Currently the DBB Charity has some £170,000 invested so it is likely to be a substantial call on these funds (at this stage it could be up to £80,000 as explained in Appendix 1). There are no other projects under development that would make more than a modest call on the DBB funds.
f. The completed project would become the property of Matlock Town Council who will need to organise maintenance and repair as necessary. Experience with other bronze artworks in Matlock suggests that very little maintenance is required. On-going responsibilities will also be specified in the Licence. The Town Council will also need to ensure that any conditions attached to grant offers and sponsorship are honoured.

4. **Recommendations**
- That Matlock Town Council agrees the arrangements proposed above.
- That the David Barker Bequest Charity allocates up to £80,000 to ensure the project as a whole can be completed (as explained in Appendix 1).

Ken Parker (Secretary to Matlock Civic Association)

June 2026 MCA1625D

APPENDIX 1 – Calculations of initial budget.

The 2024 initial cost estimate from Leander for a single figure 7ft high bronze figure on a plinth was £65,000 - £75,000 + VAT. A recent similar project in Hinckley (an 8ft bronze statue of computer pioneer Ada Lovelace) cost £95,000. **So £100,000 seems a likely cost.**

Lottery funding is typically 50% but the conditions that would be attached to any Lottery grant are complex and would not only add to costs but would also create a substantial extra effort. It is not thought to be worth pursuing this.

There are many local grant funding opportunities. MCA has previously secured grants from DCC, DDDC, Foundation Derbyshire, Sainsbury's and the Derwent Valley Rail Partnership. Individual grants received from these sources have usually been modest. Matlock Town Council have grant aided several MCA projects and usually more generously (typically meeting 50% of MCA costs net of any other grants received). There is also a community grant fund managed by Severn Trent Water that might be approached. An initial contact has already been made with John Smedley's at Lea. The developers at the nearby residential development at the former RBS bank could be approached. It would be reasonable to assume that applications to several of these grant sources would be successful and, in total, they might amount to **at least £20,000.**

Leander will need to be confident that the funds to meet the total cost will be available before committing to too much work. In order to provide this confidence it is suggested that **up to £80,000** should be allocated from the DBB funds as a guarantee.

Depending on how much preliminary work is needed for grant and Licence applications Leander (and any artist that might be commissioned) may need to charge for their time (eg production of drawings and models). This cost would have to be met from DBB funds even if the project does not proceed for whatever reason.

APPENDIX 2 – A History of the Hydros, The Water Cure and Matlock

Present day Matlock owes its existence to the Hydro craze dating back to the 1850s. This was based on 'The Water Cure' – the external application of water through various devices – spraying, bathing and wrapping in wet bandages - that was believed to cure all sorts of ailments. The main proponent of the Water Cure in Matlock was John Smedley – a successful mill owner from Lea Bridge who had recovered from serious illness by taking the Water Cure in Yorkshire. He built his own Hydro on Matlock Bank. Encouraged by Smedley other Hydros opened along Matlock Bank so that by 1914 there were up to 30 Hydros together with associated shops and entertainment venues. Coming down the Bank to the railway station the town developed shops, parks and churches of various denominations. Housing for the hydro staff and for the wealthy retired spread along the Bank. A new town centre developed at Matlock Bridge based on what became Crown Square. Although the hydro boom ended with the First World War the decline accelerated between the wars and went into terminal decline after 1945 and the creation of the National Health Service. Smedley's Hydro adapted to become an inland pleasure resort with extensive sports facilities and ornamental gardens - in the end it was the last Hydro to close in 1955. The hydros have gone but most of the hydro buildings remain with a host of new uses (Smedley's is now County Hall) and we still have a recognisable 'Hydro Heritage'.

Matlock's motto derives from this hydro history - *Aquae Salubritas Usu* = 'Health through the use of water.' Matlock still styles itself a Spa Town on road signs. However there is currently relatively little that celebrates this history. Rather like Banbury town centre has a statue of 'A Fine Lady upon a White Horse' (the nursery rhyme) and Coventry has its Lady Godiva statue, Matlock could celebrate its heritage in a similar way.

&

PROPOSED SEATS ON MATLOCK BANK

Summary.

It is a long steady uphill walk from Matlock Town Centre up Matlock Bank. There are already some seats in the area but the idea is to add six additional seats to make a comprehensive network. This would also encourage more people to walk up the hill. The seats could be simply to 'take a breather' but would also be an opportunity to enjoy the often spectacular views over the town to the hills beyond. Matlock Civic Association member Murray Gordon has prepared a report on the idea which has been adopted by the MCA membership (the Appendix below). Murray's report shows the proposed locations of the six new seats and a suggestion of the type of seats to provide (made by local manufacturer TDP from recycled plastic).

Organising the Project.

The proposal has the following key elements.

1. MCA to act as agents for Matlock Town Council in securing the necessary consents and organising the supply and installation of the six new seats. Most sites will need a Licence from DDDC or DCC (depending on the location). Some site works are likely to be needed (eg paving under the seat). The cost is likely to be in the region of £1,000 per seat.
2. Murray Gordon would be the project manager. Other MCA members would help as required. The Town Clerk would need to submit applications for Licences and any other permissions that may be required. The Orders confirming the contract for the work and the payment of Invoices would be best managed by the Town Council as this would enable the VAT to be recovered.
3. It is hoped the project could be largely financed through sponsorship from individuals as memorial seats to a loved one for a sponsorship of (say) £1,000 per seat. A simple commemorative plaque or inscription to a standard design and format would be organised (but they must not become 'shrines'). There would need to be a simple agreement between the Town Council and each of the sponsors setting out the terms of the sponsorship arrangement. Grants could also be sought if sponsorship is limited. The detailed funding formula will evolve as the outcome of sponsorship invitations and grant applications evolves. It is proposed that the David Barker Bequest Charity (managed by the Town Council) would act as guarantor to cover any expenditure not met by grants or sponsorship. At this stage it is suggested that up to £3,000 might be needed to cover the difference between costs and sponsorship + grants.
4. The completed project would become the property of Matlock Town Council who will need to organise maintenance and repair as necessary. Responsibilities will also be specified in the Licences. The Town Council will also need to ensure that the arrangements for sponsorship are honoured.

Clarifying the details

Assuming the principles of the project and the proposed working arrangements are agreed there are many details that need to be worked out. These include

a. The details of the site works.
b. Negotiations with DCC and DDDC over Licence arrangements (which may alter some aspects of the project).
c. The form of the sponsorship agreements.

d. Applying for grants if there is inadequate sponsorship and any necessary further revisions to meet grant conditions.
e. Agreeing the precise details of any contract with TDP and the way in which any memorial dedication is incorporated into the design.
f. Revising the budget in the light of the outcome of this detailed work.

It is suggested that all this detail will be for MCA to pursue and conclude, involving the Town Clerk as appropriate. Progress reports will be made to future meetings of the DBB Committee.

Recommendations

- That Matlock Town Council agrees the arrangements proposed above.
- That the David Barker Bequest Charity allocates up to £3,000 to ensure the project as a whole can be completed.

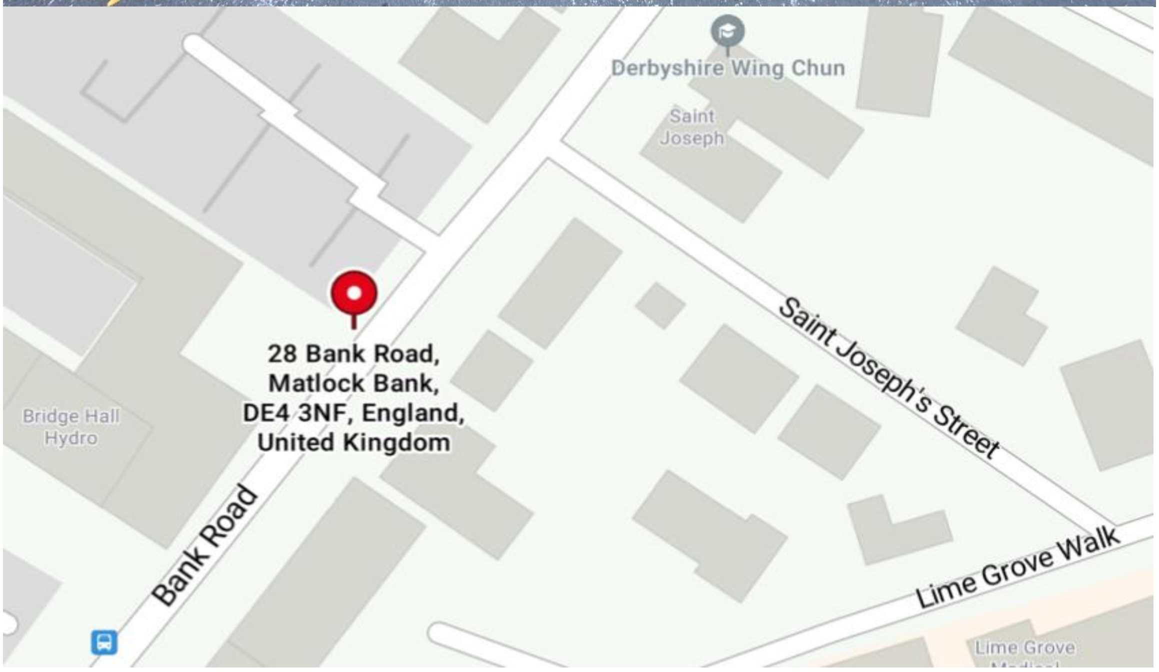
Ken Parker (Secretary to Matlock Civic Association)
May 2026 MCA1640B

APPENDIX. Details of Proposed sites for six seats and proposed seat design.

1. Bank Road - Outside Derbyshire Dales District Council Offices.

Footpath adjacent to Derbyshire Dales District Council main entrance there is an existing area recessed back from the pavement which looks as if it has previously been used for a seating area. The area has been levelled with a section of concrete and there seems to be remnants of previous legs to a seating area. The area is current clear of anything and would need very little preparation for a free-standing seat. This location is only approximately 100ft up Bank Road however is far enough for certain people to need to rest before any further climb up the road.

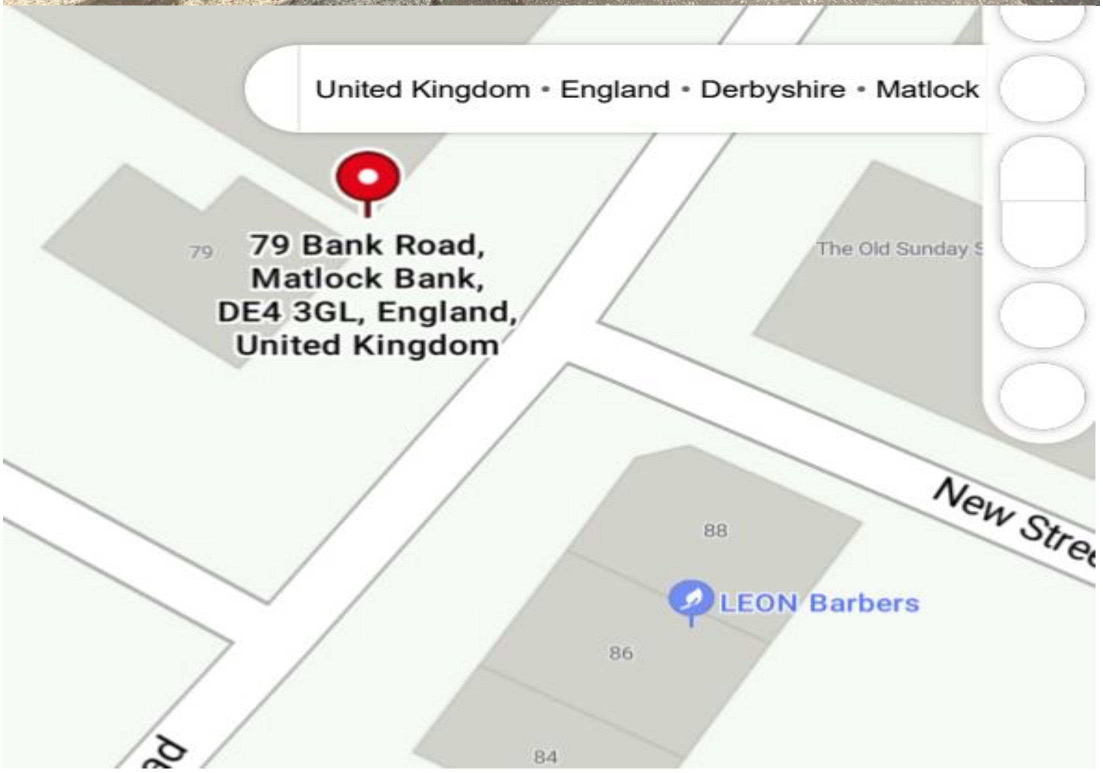
This appears to be on Derbyshire Dales District Council land. A standard TDP seat of appropriate dimensions is proposed (see below)



2. Bank Road - Quarter moon area just higher than the DCC carpark entrance.

This is just past the pedestrian arch walkway entrance onto Bank Road. The area is already concreted/asphalt and is clear of any obstructions. The seating area may well need to be bespoke due to the unusual size and shape of the area. There are very good views from this area looking through High Tor and Matlock Bath which would encourage people to stop to take their breath whilst admiring the view. There is currently a seating bench located just lower of the DCC carpark entrance which has been there for many years. This bench is situated behind a low wall on grass previously been a house demolished to create the carpark entrance.

This appears to be part of County Hall ie Derbyshire County Council (DCC) ownership.
Recommendation is a bespoke quarter moon bench/seat which would fill the whole area. This could be supplied by TDP Limited but is not a standard product they supply.

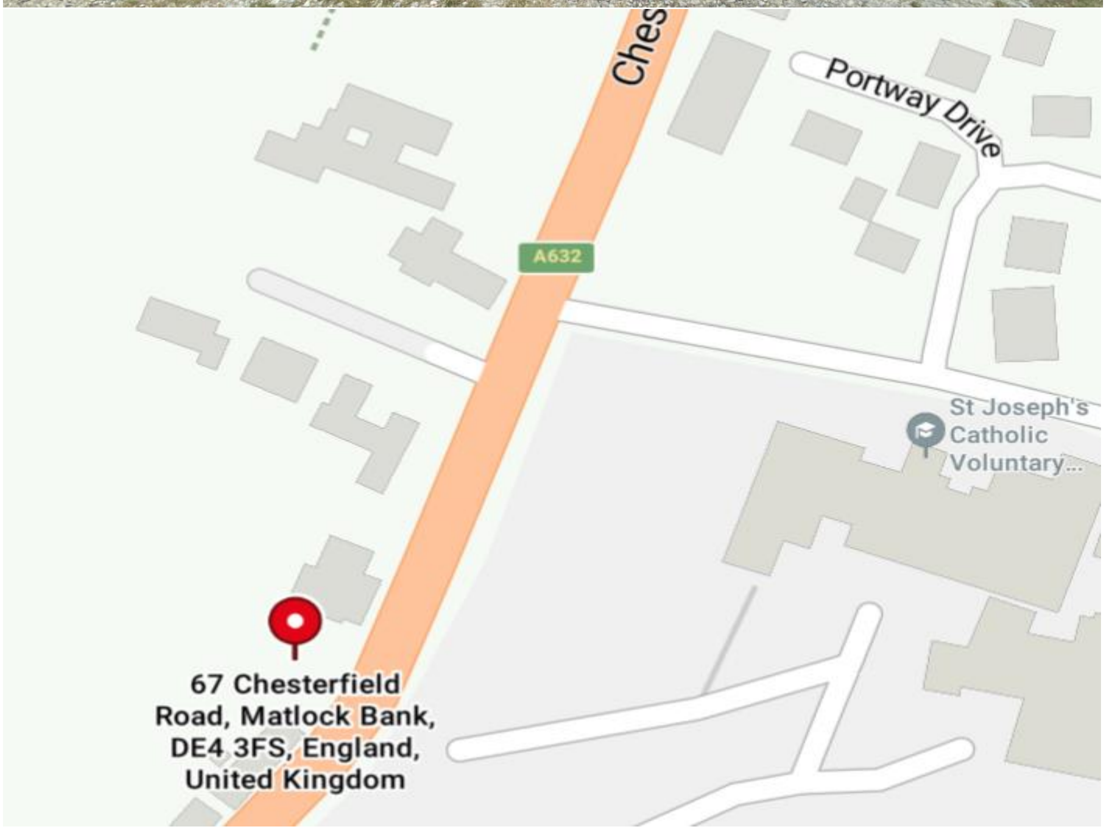


3. Chesterfield Road - Overlooking Wellfield Allotments.

There is a grassed area between the rear of the allotment car park and the start of the allotments that is slightly raised and may well need levelling. This area would offer great views over the allotments and further views over Matlock Town. This seating area could be doubled up and be used by allotment uses as well as people taking rest from the gradient on Chesterfield Road.

Presumably owned by Matlock Town Council.

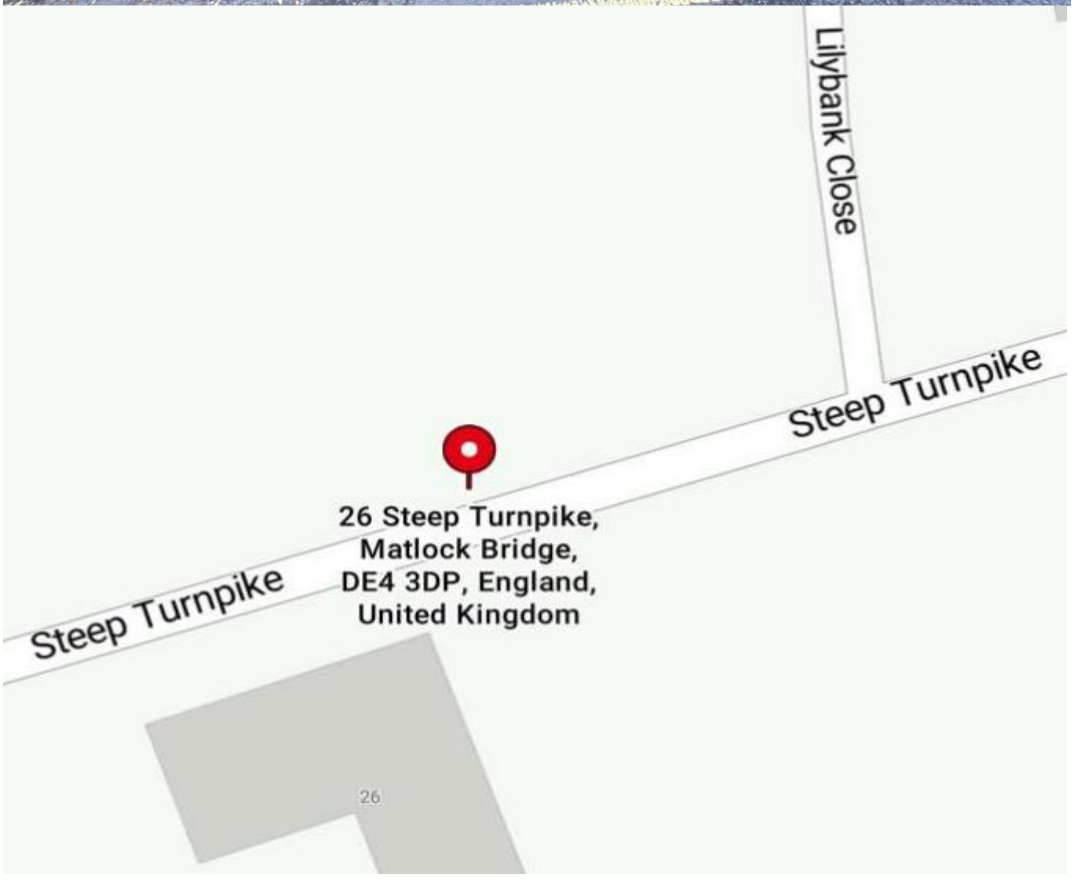
Recommended TDP Limited Dale Bench shown in preferred supplier below.



4. Steep Turnpike Just below Lilybank Close.

On the right as you go down Steep Turnpike there is an existing recessed area currently containing a yellow grit bin and a waste collection bin. The area is on a gradient and would probably need a concrete pad to level the area to accommodate a bench/seat. The yellow bin would need to be relocated with a suitable area 10/15 feet away further back up of Steep Turnpike on the corner of Lilybank Close.

Presumably DCC public highway land. Recommended TDP Limited Dale Bench shown in preferred supplier below.



5. Dimple Road/Hurds Hollow Junction.

The triangle on the junction of Dimple Road with Hurds Hollow the area is grassed with no hard standing area suitable for a seat or bench. The area is also not flat and will need a certain amount of work to level and install a concrete pad to accommodate a bench/seat.

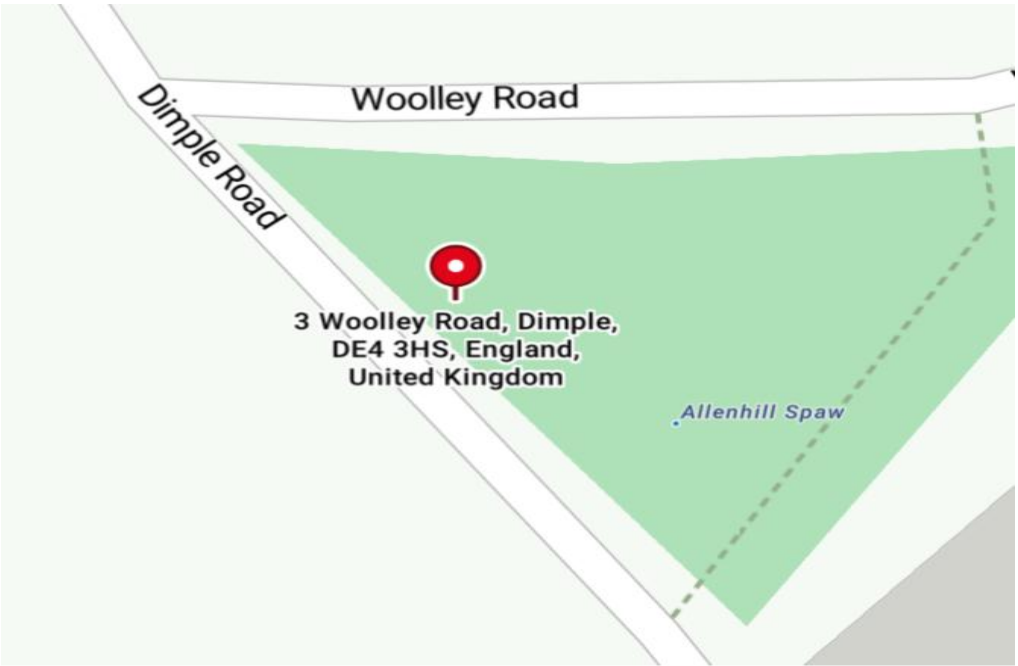
Presumably DCC public highway land.

Recommended TDP Limited Dale Bench shown in preferred supplier below. However will probably need concrete base installing for the bench stand.

6. Dimple Road/Woolley Road Gardens

Towards the bottom of Dimple Road there is a footpath that climbs up through gardens to Woolley Road around Allenhill Spaw. Comments have been made about a previous seating bench being located inside the wall at the first bend in the footpath just before the footpath climbs up towards Woolley Road (see photo below). The previous seating bench has been removed.

Presumably DDDC land. Recommendation is either a bespoke round corner bench/seat following the curvature of the path which would fill the whole area or a simple straight bench across the area.



Preferred supplier TDP Limited,

Derby Road, Wirksworth, Derbyshire, DE4 4BG
Telephone:- 01629 820011
Email:- info@tdp.co.uk

Typical bench shown below is the “Dale Bench” with backrest and arms at each end available in a number of colours including Brown, Black, Blue, Green etc. Black would probably be the best choice. The “Dale Bench” comes in three lengths 1,200mm, 1,500mm and 1,800mm. the bench is made from recycled plastic and is made locally at TDP Limited’s Wirksworth factory. The current list price is £515+vat for the 1,800mm however there is a price increase due soon. The typical delivery time is 2-3 weeks however this will increase as we enter the summer period.
Bespoke benches are available and can be supplied and priced on an individual basis

Conclusion

Whilst these are desirable locations for seats/benches negotiations will be needed with DCC or DDDC (in one case Matlock Town Council) to agree the nature of the project at each site. Formal Licences will probably be needed for the DDDC and DCC sites. The Town Council will need to be the Licence holder.
Early discussion will also be needed with TDP who will need to produce bespoke designs in one or two cases. TDP would be best placed to organise the installation of the seats (including any necessary site works and hard surfacing). TDP may also be able to organise and fix the commemorative plaques. A specification for the work would need to be agreed and TDP would also need to provide a quotation for consideration before a contract is let.

Murray Gordon 9 March 2026 (updated 20 May 2026)

RECOMMENDATION

To accept responsibility for the ongoing maintenance and repairs of the two projects

OTHER CONSIDERATIONS

Consideration needs to be given to the time and potential cost of repairs but also to the pleasing nature of the two projects and what they will bring to the town

12
SPEED INDICATOR DEVICE REPORT

PURPOSE OF REPORT

To explain the situation so far with regards to the potential purchase of a Speed Indicator Device (SID) for placement in the Starkholmes 30MPH limit area.

BACKGROUND

At Full Council on 16th March 2026 the following motion was debated:

Motion to be debated:

> *'That Matlock Town Council recognises that Speed Indicator Devices (SIDs) in selective areas encourage slower driving triggered by the SID when drivers are driving at a speed in excess of the speed limit . Matlock TC therefore agrees to progressing the installation of a SID in Starkholmes at a cost to the Council of approximately £3000 to £4000.*

It was decided by resolution to amend the motion as follows:

2578/26 **CLLR BURFOOT SID MOTION**

Cllr Burfoot explained the motion. The Councillors then discussed the motion

Proposed: Cllr Pat Wildgoose, seconded Cllr Marilyn Franks

Resolution: To reject the motion as written but to amend it to so it reads as follows:

Agreed unanimously

'That Matlock Town Council recognises that Speed Indicator Devices (SIDs) in selective areas encourage slower driving triggered by the SID when drivers are driving at a speed in excess of the speed limit . Matlock TC therefore agrees to progressing the investigation of a SID in Starkholmes at a cost to the Council of approximately £3000 to £5000.'

Proposed: Cllr Pat Wildgoose, seconded Cllr Marilyn Franks

Resolution: To accept the amended motion

Agreed unanimously

Further to that the Clerk has begun to research the potential purchase costs, ongoing costs and the process we would need to go through in order to progress the installation.
The Traffic Management & Road Safety Lead Commissioner at Derbyshire County Council has provided the following information via Email:

Dear Mr Hosmer

Thank you for your email.

In respect of the SIDS scheme, there was available through the previous Police and Crime Commissioner a grant available to both PC and TC's towards the cost of the SIDS project. The change in the PCC led to a change in direction of the grant funding available, and my current understanding is that a grant from the PCC is not currently available for this project, but this may be subject to change and therefore you may wish to contact them directly to seek clarification or available options in this regard.

I have provided some supporting information and a breakdown below that you may wish to share with the relevant colleagues and to allow engagement around the project should they wish to take it further with DCC. If you have any further questions, please don't hesitate to come back to me.

Kind Regards

Richard

Richard Handbury - BA (Hons) | Traffic Management & Road Safety Commissioner (Functional Lead) | Place (Highways) | Derbyshire County Council | Direct Dial: 01629 538569
Visit us at **www.derbyshire.gov.uk** | Follow us on **Twitter** | Find us on **Facebook** | **Instagram**

PART A - Immediate Discussion

The immediate stage in the process is for you as the PC to decide on the following elements as a Parish Council. Which one of the three providers you are going to go with procuring the signs from? Interactive sign suppliers and installers can be found by searching the web, although the following have been used by us from time to time:

- **Swarco**
- **Westcotec**
- **Coeval**

They have experience of securing the relevant permissions and insurances to work on our roads and their equipment meets with our standards. The list is not, therefore, exhaustive and applicants can use who they wish to, but it is important any supplier meets the standards outlined in the attached information.

- Whether you are having the solar or battery-operated versions? If battery option, you will need somebody to take out the batteries and charge them respectively (with current electrical costs as well).
- What road safety message / display layout you want from your chosen provider?
- The submission of the forms for the grant from the PCC Office (if this is an option with the PCC?).
- The submission of the forms for the OITH application to DCC (Highways Hub)

You will need to submit a completed OITH application to the Highways Hub (form attached) that needs to be completed, and it will **incur a charge of £100** by Legal Services at DCC for the completion of the legal agreement for the licence. This is around 12 weeks duration to be completed, so the sooner you submit this the better, it will need a detailed location/site plan attaching as well. **This is a separate application to that you may need to make regarding the attaching of the sign to a Street Lighting Column.**

PART B – Street Lighting Assessment Submissions – Applicable for Sites utilising Columns

For the chosen/agreed locations for your sites across the Chapel Parish you will need to apply for these to be utilised and the identified columns structurally assessed, please see the information below on this element of the process: The first instance you will need to complete the necessary application based on the following link:
https://www.derbyshire.gov.uk/transport-roads/roads-traffic/street-lighting/decorations/attachments-to-street-lights.aspx
From this element you will then have the next stage of contacting an organisation who can carry out the structural integrity testing of the chosen columns that the SIDS apparatus is to be installed upon. There is a charge for this inspection of each street lighting column application that is made for being assessed to the Parish Council. Once this has been completed and the report submitted, and the Objects Licence is submitted you have just the application with the PCC for the SIDS apparatus to make (if you so wish). Sorry, this will incur more work for the Parish Council to complete the Street Lighting Assessment. There are some organisations which can carry out the testing for you at a cost per assessment:
Cubic Ultrasonic Testing Ltd – Hannah, 07903 777826 https://cubitultrasonic.co.uk/
Electrical Testing Ltd – The Bridge, Acle, Norwich, NR13 3AT, 01493 751859 http://www.electricaltesting.co.uk

Kiwa CMT Testing - Unit 5 Prime Parkway, Prime Enterprise Park, Derby, DE1 3QB, - 01332 383333 http://www.cmt-ltd.co.uk

Neoterik - Neoterik (c/o Fabrikat), Hamilton Road, Sutton-in-Ashfield, Nottinghamshire, NG17 5LN, - 01623 857169 http://www.neoterik.co.uk
KIWA Limited, Kiwa House, Malvern View Business Park, Stella Way, Bishops Cleeve, Cheltenham, GL52 7DQ Tel: 01242 677877

Catena Inspection & Engineering Services, Brookhill Industrial Estate, Brookhill Rd, Pinxton NG16 6NS
Tel: 01773 748556

PART C – Signpost Installations

If for whatever reason you cannot achieve the desired outcome in PART B with the utilisation of some Street Lighting Columns, be it structural integrity, type or position etc (e.g. too close to road edge) then another option is the utilisation of a traffic sign post (89mm diameter) which the County Council can install for you at a rechargeable cost of about £200 per installation. With either utilisation of these support structures you have the scope to rotate the sign to capture traffic in either direction should it be something that you wish to utilise, providing the chosen location allows this to be achieved.

PART D - Consideration – Sign Rotation between Sites

We have discussed the benefit with all the applications that if someone in your village/parish is able to assist with the mobilisation/relocating of the sign around the mobile sites selected if you don't have three signs purchased and therefore have a need to rotate one round the multiple sites. It ideally will need to be someone who has Street Works Accreditation (CCS scheme). *The Street Works (Qualifications of Operatives and Supervisors) (England) Regulations 2016.* This allows them to operate safely and effectively in the public highway, if they have their own Construction based firm, they will likely have the necessary public liability insurance and the necessary tools, PPE and skills to move your SID sign around on whatever basis the PC wish to move the signs around. If you don't have someone in your village/parish that is prepared from this background to offer your assistance, you can utilise the services of one of the providers of the signs listed, however you will need to factor these additional costs into your budget and whole scheme costs.

An alternative option is for you to contact your adjoining parishes, who are actively involved in the project, therefore they may have the relevant person within their parish who might be prepared to offer you the same assistance for a small renumeration? It might be worth a discussion with them if this is applicable.

PART E – OITH Application to Derbyshire County Council (Highways Hub)

You will need to complete the attached OITH word document and provide attached location plans for your chosen sites across the Parish. This legal process will take about 10-12 weeks to complete.

Please also Note that these can only be considered in 30mph and 40mph Speed Limit environments across your Parish.

PART F – Costs Summary

You are looking at roughly:

- £100 OITH Licence Fee

- £800-£1000 per Street Lighting Column Assessment (if chosen)* (* - costs appear to have increased considerably with this element).
- £200 per 89mm diameter traffic signpost installation (if chosen, costs for DCC to install)
- £3,600 for the purchase of x1 SID sign plus the additional elements and the multiple brackets sets for all your chosen locations across the Parish.

I will let you discuss this with the Town Council and let us know if you have any further questions or queries at this stage.

The Clerk has engaged with 2 of the named companies above and pricing structures are as follows:

westcotec

Portable Sign Pricing.

Intelligent Traffic Safety and Smart City Solutions.

Westcotec Ltd, 34 Bertie Ward Way, Rash's Green Industrial Estate, Dereham, Norfolk, NR19 1TE.

Telephone: 01362 853124
Email: sales@westcotec.co.uk
Web: westcotec.co.uk

Available Models.

Mini Speed Indicator Device (miniSID)

- **POWER:** Battery powered
- **INCLUDES:** Spare Lead Acid battery, intelligent charger, weatherproof cover, and bracket set
- **WEIGHT:** 7.5kg (11kg with battery)
- **PRICE:** £3,159 +VAT

OPTIONAL:

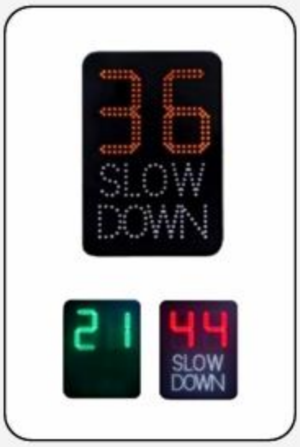
- **DUAL COLOUR DISPLAY:** £395 +VAT (requires a larger case and battery bracket)

Standard SID with 'SLOW DOWN' Legend

- **POWER:** Battery powered
- **INCLUDES:** Spare Lead Acid battery, intelligent charger, weatherproof cover, and bracket set
- **WEIGHT:** 12kg (23kg with battery)
- **PRICE:** £3,366 +VAT

OPTIONAL:

- **DUAL COLOUR DISPLAY:** £270 +VAT



SID with Smiley/Angry Face Legend

- **POWER:** Battery powered
- **INCLUDES:** Spare Lead Acid battery, intelligent charger, weatherproof cover, and bracket set
- **WEIGHT:** 12kg (23kg with battery)
- **PRICE:** £3,487 +VAT

OPTIONAL:

- **DUAL COLOUR DISPLAY:** £270 +VAT

SID with 20/30/40mph Roundel Legend

- **POWER:** Battery powered
- **INCLUDES:** Spare Lead Acid battery, intelligent charger, weatherproof cover, and bracket set
- **WEIGHT:** 12kg (23kg with battery)
- **PRICE:** £3,600 +VAT

OPTIONAL:

- **DUAL COLOUR DISPLAY:** £270 +VAT

SID with 'Thank You/Slow Down' Legend

- **POWER:** Battery powered
- **INCLUDES:** Spare Lead Acid battery, intelligent charger, weatherproof cover, and bracket set
- **WEIGHT:** 13kg (25kg with battery)
- **PRICE:** £3,824 +VAT

OPTIONAL:

- **DUAL COLOUR DISPLAY:** £270 +VAT

Power Options

- **PORTABLE SOLAR POWER KIT:** 10W panel with bracket set
- **PRICE:** £650 +VAT (per sign)

Panel dimensions: *355mm (H) x 255mm (W) x 34mm (D),* ***Weight:*** *3.3kg*

Extras

- **ADDITIONAL BRACKET SETS:** £58 +VAT (per set)
- **COMBINATION PADLOCKS (PACK OF 2):** £21 +VAT (per pack)

Data Collection & Connectivity

- **BLUETOOTH DATA DOWNLOAD:** (Android 7.0 or newer + app): £379 +VAT
- **WESTCONNECT REMOTE ACCESS:** £1,479 +VAT

Renewal after 2 years: *~ £300 + VAT (per year per sign)*

Warranty & Delivery

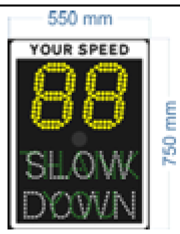
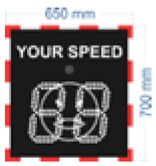
- **WARRANTY:** 3-year warranty on all portable signs (excludes vandalism, impact damage, theft, and batteries. Batteries carry a 1-year manufacturer's warranty)
- **DELIVERY LEAD TIME:** Approx. 6–8 weeks from receipt of official purchase order
- **SOLAR SYSTEM NOTE:** We recommend relocating the sign every 4 weeks to maintain regular battery charging cycles

COEVAL
Intelligent illumination

Coeval Ltd
Unit 5, Kelvin Gate
Hillington Park
58 Kelvin Avenue
Glasgow, G52 4GA
Garry Housley-Business development manager
Mobile- 07825238047
garry.housley@coeval.uk.com

date:
13.07.2026.

Matlock Town Council-Quote Ref EN 4757

No	Description	Sketches	Pcs	Price/pc	Total Price
1.	Radar sign with digits and predefined text **TRS-SD-RSD25-99-Y-YS-SD-TY+FOIL-BT-USB-LS** Dimension (VxH): 750 x 550 mm Technical characteristics of the signs are described in document TO11761 (part of this offer)		1	£2,300.00	**£2,300.00**
1.1	**SP100W/55Ah** - Solar packet includes: - Solar panel 100W, - Battery 55Ah, - Aluminium battery box, - Solar charger, - Cable set consists of 2.5m cable between solar panel and battery box and 2.5m cable between battery box and sign.		1	£672.00	**£672.00**
2.	Radar sign with predefined pictogram **TRS-RSM23-99-YS-BT-USB-LS** Dimension (VxH): 700 x 650 mm Technical characteristics of the sign are described in document TO12587 (part of this offer).		1	£2,538.00	**£2,538.00**

COEVAL
Intelligent illumination

2.1	**SP100W/55Ah -** Solar packet includes: - Solar panel 100W, - Battery 55Ah, - Aluminium battery box, - Solar charger, - Cable set consists of 2.5m cable between solar panel and battery box and 2.5m cable between battery box and sign.		1	£672.00	**£672.00**
3.	Radar sign with predefined pictogram **TRS-SD-RSD25-99-Y+SM+FOIL-BT-USB-LS** Dimension (VxH): 850 x 600 mm Technical characteristics of the sign are described in document TO11639 (part of this offer).		1	£2,681.00	**£2,681.00**
3.1	**SP100W/55Ah -** Solar packet includes: - Solar panel 100W, - Battery 55Ah, - Aluminium battery box, - Solar charger, - Cable set consists of 2.5m cable between solar panel and battery box and 2.5m cable between battery box and sign.		1	£672.00	**£672.00**
4.	Installation and commissioning				**£577.00**
5.	Delivery				**£395.00**
				TOTAL FOR MAINS POWERED (1,4+5) :	**£3,272.00**
				TOTAL FOR MAINS POWERED (2,4+5):	**£3,510.00**
				TOTAL FOR MAINS POWERED (3,4+5):	**£3,653.00**
				ADDITIONAL COST FOR ALL ABOVE IF SOLAR POWERED OPTION REQ :	**£672.00**

- **Warranty:** 24 months
- **Additional warranty:** (after 24 months) is 2% of sign value per year.

COEVAL

Intelligent illumination

Terms:

1. The above is exclusive of VAT
2. Delivery estimated at 8 to 12 weeks from receipt of order
3. Quotation is valid for 30 days from date of issue
   (Unless inclusive of Post/Pole/Column, due to fluctuating steel cost this will only be valid for 7 days)
4. Payment due within 30 days from date of invoice
   please indicate this on any purchase orders that you issue
5. Credit checks will be taken upon receipt of order and
   credit terms cannot be guaranteed until we have accepted any order placed
6. In the event of an order being placed with us, our standard conditions of sale would apply a copy of which is available upon request
7. Storage charges applicable where delivery/installation held up by customer
8. Product will be built as per specification provided and agreed by customer prior to purchase order. Product built to agreed specification cannot be returned and is fully chargeable should customer renege on the original agreement.
9. Coeval as a company are not designers and any pole/foundation dimensions only advisory based on experience within the market. If official calculations are required this will need to be discussed with our design contractor, a further price given and then agreed. If you choose to go ahead with the service based on our advisory dimensions and not requiring official calculations, then Coeval are not liable for any repercussions.

t 0141 237 3240
e info@coeval.uk.com
w coeval.uk.com

Unit 5, Kelvin Gate, Hillington Park,
58 Kelvin Avenue, Glasgow
G52 4GA

design | manufacture | install | maintain

OTHER CONSIDERATIONS

Financial: We have not budgeted for the SID in 2026-2027 and reserves are not specifically earmarked for one. We have general reserves of £105,000 which we keep as 3 months' worth of expenses should income streams cease for any reason. This is best practice.

If you wish to approve the use of general reserves for the use of purchasing a Speed Indicator Device, it can be done in one of two ways:

1. Use General Reserves now (not recommended practice) and then add back the monies when we budget for 2027-2028.
2. Wait until we budget for 2027-2028 and specify the required amount in earmarked reserves for a SID.

Options for display: Consideration of which type of message we put across. Do we want the speed and a 'slow down' message, the speed and a smiley face/angry face or the speed the vehicle is going and the speed limit? Also do we want a single colour or dual colours?

Placement: Local resident Councillors Fletcher & Martin have been asked for their favoured locations.

Suppliers: Coeval have local knowledge. They have installed SID's in Kelstedge, on the flying mile & on Cromford hill. I am waiting on a quote from Swarco.

On going maintenance & relocation: In order for the SID to be most effective it is recommended by vendors and Highways that the unit is moved location at least every 3 months. This helps negate 'sign blindness' where people begin to ignore signs that they see so regularly that they fail to pay attention to. This would require us to do more than one Street Lighting Assessment if we use existing columns in Starkholmes or have specific signpost installations, up to 3 completed. The SID can be displayed either way on a signpost meaning it can cover either side of the road.

RECOMMENDATION

That we purchase a solar powered Speed Indicator Device under the following conditions:

- The total initial cost is likely to between £5000 and £6000. As we have not budgeted for this in 2026-2027 and it is not best practice to take general reserves for this type of use.
- The Clerk recommends that we get all the pre-installation work done including getting the relevant licence (which will cost £100 and could be afforded this year) and then budget in 2027-2028 for the SID at a cost of £6000 which would cover installation of 2 signposts which the SID could be moved around at 3 monthly intervals by the outdoor team and any inflation which may affect the purchase price.
- That we purchase a dual colour, speed of the vehicle and the smiley/angry face display with Bluetooth data download and an additional bracket and solar panel. So the display can be moved between lampposts, but the solar panel remains in situ. *The data download will need to be paid for by renewal from year 3 onwards at a cost of £300 per year with Westcotec or free with Coeval (but limited to Android phones or windows laptop download)*.
- Installation in the summer of 2027 (due to lead time on SID manufacture and receipt of Precept at the end of April 2027).
- The outdoor team will be responsible for the relocation of the SID, gathering the data via Bluetooth and or laptop and for ensuring the battery is charged when required.

13
DDDC TAXI & PRIVATE HIRE LICENCING POLICY CONSULTEE REQUEST

Dear Councillors

Review of Derbyshire Dales District Councils (DDDC) Taxi and Private Hire Licensing Policy 2026

We are currently in the process of reviewing our Taxi Licensing Policy**.**

The proposed draft policy can be seen at the following Council web page Review of Taxi and Private Hire Licensing Policy 2027 -2032 - Derbyshire Dales District Council

For your convenience I have attached a list of the proposed changes and a copy of the proposed draft policy to this email.

The last review of the Taxi and Private Hire Policy was in May 2024 but did not include the latest DFT (Department of Transport) Best Practice Guidance introduced in November 2023. The latest Policy has been rewritten to make it clearer to read, includes the best practice guidance from 2023, the subject matter has been grouped into five clear sections (in the order that a new applicant would apply), 1. Introduction, 2. Drivers, 3. Vehicles, 4. Private Hire Operators and 5. Enforcement, Convictions Scheme and Council Penalty Points . It removes the Convictions Points Scheme at Schedule 1 of the previous policy from within the Enforcement section and introduces the IOL (Institute of Licensing) Suitability Guidance 2024 (Guidance on determining the suitability of applicants and licensees in the hackney carriage and private hire industry).

If you could find the time to look at the proposed Draft Policy document and make any comments before **5.00pm on the 7th August 2026,** it would be appreciated.

A final version of the Policy, taking account of any comments received during the consultation period will be considered by the Licensing and Appeals Committee in December 2026 with a view to the policy being adopted from January 2027.

Any comments please send to licensing@derbyshiredales.gov.uk

Thank You for your time as I appreciate we are all busy.

Thank you

Grace

Grace Dowson
Licensing Manager

Licencing policy sent by email 07.07.2026

List of Changes made in the review of the Taxi and Private Hire Licensing Policy 2026

The aim of the review is to tidy up the existing policy to make it easier to read and to consider the latest DFT (Department of Transport) Taxi and Private Hire Best Practice Guidance for Local Authorities, introduced in November 2023.

The changes made are listed below:

Title Page – Layout changed to include date approved and date of effect.

Contents Page – Will be finalised after consultation.

Sections – Previously the Policy was in two parts, the policy and appendices. The appendices have been removed and incorporated into the new policy, which has been split into 5 sections. The 5 sections are in the order that a new applicant would apply for their licence(s); 1. the introduction section, 2. Driver's licence, 3. Vehicle licence, 4. Private hire operators (if applicable) and 5. Enforcement/Convictions and penalty points. This clear order also allows anyone wishing to check one area to know where to look.

Section 1 - Introduction

- This acts as an introduction to the policy and why the Council has a policy, what has been taken into consideration in writing the policy, aims and objectives, what badges we issue and why, consideration of applications, enforcement measures, details re the NR3S, whistleblowing, fees and refunds, changes in policy conditions, complaints and compliments.

Section 2. – Drivers

- Types of licence and information required. **Fit and Proper person**, the 'fit and proper test' and what the Council considers.
- **Dress Code** for Licensed Drivers in current policy (Appendix J) replaced by paragraph 2.4 of new policy.
- The previous content of '**Conduct of Driver'** (Appendix H) and **'Code of Good Conduct for licensed drivers'** (Appendix I) included in 2.5 of policy -covering headings such as Smoking and the Law, Transporting, advance bookings, destination etc.
- 2.6 to 2.14 of Section 2 refers to the **application procedure for a New Driver** (previously content covered by Appendix D – Driver Licence application procedures). These requirements are the same for a renewing driver. Both driver application forms (new applicant and renewal) will be reviewed to list what is required once the policy has been finalised.
- 2.15 refers to the **relevance of convictions and cautions** and advises an applicant or renewing driver how the Council has regard to these.
- Includes details on the **HMRC check, Certificate of Good Conduct and links to new Right to Licence documents on the GOV.Uk web site**.

Section 3 – Vehicles

- 3.2 **Vehicle proprietors** – under the taxi standards introduced in 2020, any owner of a vehicle who rents that vehicle to a DDDC driver and isn't a licensed driver with the Council must provide a basic DBS annually.
- 3.3 – **Vehicle Requirements** includes the vehicle specifications and conditions of Licence originally contained in Appendix A of the old Taxi and private Hire Policy. Includes confirmation that wheelchair users seated in their wheelchair should not be seated sideways.
- **Tyres** have been amended to read 'all tyres must be "E" marked and meet current legislation.' Previously stated 'tyres must conform to the current EC or BS Standard for tyres.'
- Under the heading **ventilation** – rear passenger windows must be capable of being opened – 'unless air conditioning is available' has been removed.
- Under heading **Modification** an additional paragraph has been added to add a step is required for vehicles with a larger gap than 300mm from floor to first step of vehicle.
- 3.8.1 introduces explanation of **Clear Air Zones** (CAZ'S)
- 3.9 **Testing and Examination of Vehicles** - a brand new first registered vehicle will not require an MOT (as per road traffic regulations) but will require a Taxi/Private Hire Vehicle test with the Councils approved testing station for the plates and livery to be fitted and the vehicle to be classed as suitable to be plated.
- A vehicle failing its inspection requirements (6 monthly) 'will' be suspended – 'will' changed from 'may'.
- Statement included to advise that any taxi/private hire vehicle suspended for 2 months and not put back on the road in that time is revoked.
- Note added that authorised officer can and may request a taxi/private hire to be presented at the Councils depot at any time for inspection.
- **3.10.1** Based on DFT Best Practice Guidance **Vehicle Condition Check** sheet introduced (copy included at rear of Policy).
- **3.11 Accidents/Damage to Vehicle –** additional sentence added that any replacement vehicle replacing that of a damaged car temporarily must be of the same type, i.e. a wheelchair accessible vehicle can only be replaced by another wheelchair accessible vehicle.
- **3.13 Emergency Equipment - Fire Extinguisher –** it is proposed that carrying a fire extinguisher in a licensed DDDC Hackney Carriage or Private Hire Vehicle will be encouraged but will not be mandatory and will not form part of the Taxi/Private Hire vehicle test. If a fire extinguisher is carried, drivers should ensure they are trained in its use and that it is maintained in accordance with the manufacturer's instructions.

  The Highway Code advises that should a vehicle catch fire, the occupants should get out of the vehicle quickly and to a safe place and call 999 and not attempt to extinguish a fire in the engine compartment, as opening the bonnet will make the fire flare. -**First Aid Kit –** it is proposed that carrying a first aid kit in a licensed DDDC Hackney Carriage or Private Hire Vehicle will be encouraged but it will not mandatory and will not form part of the Taxi/Private Hire vehicle test. If a first aid kit is carried, drivers should ensure the first aid kit is kept stocked and is suitable for the size of the vehicle and the number of passengers carried.
- **3.17 – Security CCTV –** not a mandatory requirement but can be fitted. The Driver is required to inform the Council, and notices are to be displayed in the car to advise the public. The driver must ensure that installation and operation of the system comply with the Information Commissioners Officer (ICO) Code of Practice

- **3.17.2** - **Private Hire vehicle meter** – if a vehicle has a meter installed then they will need to ensure that they display their current fare chart (previously stated Council fare chart but Council can only set fee for hackneys) or have it in vehicle for public to see/ask for.
- **3.19 Trailers**– previously stated that 'trailers can only be used in connection with private hire bookings and cannot be used for plying on a rank.' Changed 'private hire' to pre bookings.
- **3.20 Stretch Limousines** - previously Appendix B of current policy entitled 'additional conditions for private hire vehicle limousines'
- **3.24.1** – **Drivers of Wheelchair accessible vehicles** – NVQ qualification no longer available – new Highfield qualification included
- **3.24.3 – Designated vehicle list** – although no wheelchair accessible vehicles currently - added to policy as a list is required under the taxi standards, and it confirms the standards of the drivers in respect of wheelchair accessible users, e.g. cannot charge extra for loading wheelchair

Section 4 – Private Hire Operator

- An annual basic Disclosure required for any person wishing to be a private hire operator if not already a licensed DDDC driver.
- Certificate of Good Conduct.
- Booking and Dispatch staff – register of staff as required by taxi standards 2020.
- Disability awareness – Private Hire Operator and all staff in front facing roles trained in disability awareness – best practice guidance 2023
- Web sites and mobile app accessible to many people as possible as required in best practice guidance 2023.
- PSV Vehicles and PCV – taxis standards 2020 8.4

Section 5 – Enforcement, Convictions Scheme and Council Penalty Points

- Section on **protected offences** included as per Section 2 for Drivers
- Schedule 1 – Convictions Points scheme removed and replaced with **IOL Suitability Guidance 2024.**
- **Road Traffic Offences** table updated including details of DVLA endorsement codes and penalty points.
- **Council Penalty Points table** – numbered for ease and additional ones highlighted in yellow

14
TREE FELLING REQUEST

Email from Forest Farm Tree Services

Apologies for the delay getting information to you. For ease I have put together a quick mark up of the area that we will be working in and attached that.
I haven't had chance to compile a full set of RAMS yet but the project scope is summarised below:

- Temporary Path closures to be implemented subject to DCC approval and suitable diversions will be in place to ensure that the park itself still remains open for members of the public. The path running up to Lime Tree Road will be closed near the top to allow pedestrians to access the park via the steps that are out of shot on the drone photo.
- The immediate work area shall be barriered off with pedestrian barriers to prevent members of the public wandering into the drop zone.
- All timber will be removed from site with the aid of a compact tractor and compact forwarding trailer or a skid steer. Either of these options will involve a banksman walking in front to manage any pedestrian traffic.
- Brash can be removed if required but our preferred option would be to chip on site into the undergrowth. Any woodchip would be spread evenly. If this is not possible then we would remove all brash in the same manner as the timber.
- Vehicles would remain parked on the access road to the East of the park, off Lime Tree Road. A driver would be stationed with the vehicles at all times to ensure that we did not block the path for emergency access.
- In areas where machinery turning would be likely we would put down plant boards to minimize any damage to the surrounding environment.
- The trees would be dismantled to the height of the fence to prevent un-authorised access into our clients garden until a new fence is erected.
- We would be using a tracked cherry picker to access the trees and they would be pieced down in small sections and/or rigged to lower them to the ground in a controlled manner.
- As a company, we are fully insured (Copies will be supplied if requested), our operatives are highly trained and experienced and we carry out works for many different LA's, PC's and District Councils so we understand the consideration that is needed when working on sites like this.

If you have any further queries please feel free to ask and I will get back to you with as much information as possible.

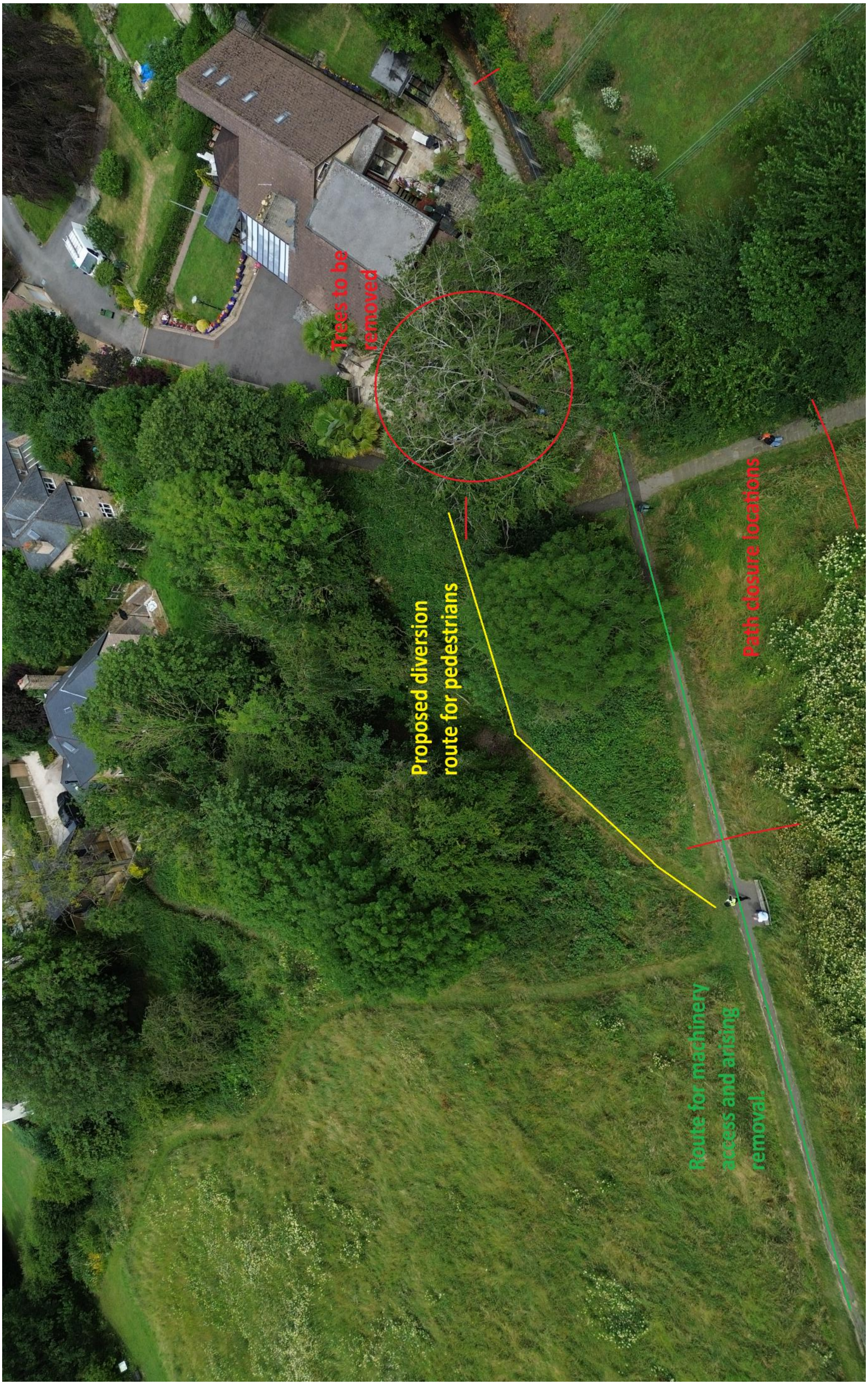
On a side note, given that we will be on site with the machinery, if you would like us to provide a quote for removing the dying Ash at the same time then we would be happy to send one over.

Many thanks

Joe Cane
Lead Partner

Forest Farm Tree Services

APPENDICES FULL COUNCIL 20.07.2026



15
FORMER MARKET HALL PROJECT

Former Market Hall, Matlock
Derbyshire Dales District Council, owners of the former Market Hall site in Matlock, has recently commissioned a two-phase study to look into the options and feasibility for bringing the building back into active use.

Make Consulting Ltd. of Nottinghamshire was commissioned to undertake an options assessment and feasibility study to establish the most appropriate future use of the building. This initial stage of the commission has considered four principal options:
- Revisiting the previously consented cinema redevelopment scheme;
- Relocating Matlock Library to create a new civic and community hub;
- Exploring commercial redevelopment opportunities with neighbouring landowners and operators; and
- Retaining the building in its current condition as a 'Do Nothing' baseline.

Following an Inception Meeting with the District Council on 6 June, the consultants had a 4 week timeframe to deliver this initial phase of work. Their assessment has been informed by a review of the site's physical characteristics, planning policy, previous development proposals, stakeholder consultations and a high-level appraisal of technical, commercial and operational considerations. The Town Council was consulted on 22 June and other stakeholders that have been consulted include: Derbyshire County Council, Derbyshire Dales District Council, the Matlock Civic Association, a prospective cinema operator and other key stakeholders.

This phase of work has demonstrated that the Former Market Hall remains a highly sustainable location for redevelopment, benefiting from excellent accessibility, a central town centre location and strong links to existing transport infrastructure. Stakeholder engagement identified a consistent aspiration for the building to become a vibrant destination that increases footfall, supports local businesses, strengthens the evening economy and delivers wider community benefits. The Former Market Hall remains one of the most significant regeneration opportunities within Matlock town centre and that active redevelopment is strongly supported by stakeholders.

Consultation identified a clear preference for the reinvigoration of the previously consented cinema scheme, recognising its ability to create a destination leisure facility, strengthen the evening economy, increase visitor dwell time and generate wider economic benefits for surrounding businesses. The continued interest of an experienced independent cinema operator significantly strengthens the deliverability of the proposal and demonstrates that there remains a viable market opportunity, subject to further feasibility work, cost verification and the preparation of an updated business case. However, the potential to relocate Matlock Library to this site is also a very strong option.

Following a feedback session and presentation to DDDC on 2 July, the District Council has asked the consultancy team to proceed with the second phase of work over a 6 week period. This will look, in more detail, at the feasibility, viability and sustainability for the two main options: an independent boutique cinema and a library/civic hub.

Adam Jeffrey, the consultant who met with Town Council representative on 22 June, did feedback to DDDC on the Town Council's mention of a need/desire for a facility to provide a base for youth-focused activities. For this and the two main options under consideration to come to fruition, a larger site would be required. It may be that some youth provision could be integrated with a new library hub, but a strong business case would need to be made and a lead partner/project sponsor to be identified.

Phase Two work will focus on follow-on and in-depth consultations with Manero Cinemas and the County Council's Library Services, but we have asked the consultancy team to keep us informed of progress.

Report by representative of Make Consulting Ltd on behalf of Derbyshire Dales District Council