

Council members,

Cllr P Finch; Cllr M Harm, Cllr G Johnson, Cllr T Mitchell,
Cllr D Stewart MBE, Cllr J Whittaker, Cllr Mrs R Whittaker,
Cllr D Woods.

Minutes of a Meeting of the Council held at the **Epworth Hub (large hall), High Street, Epworth on Tuesday May 14th at 7pm.**

Cllr Mitchell opened the proceedings welcomed new members to the council and explained the fire evacuation procedures, he then read out the following statements:

Public Participation session: Residents are invited to give their views and question the Town Council on issues on this agenda or, issues for future consideration. **(Members of the public are reminded that each presentation should take no more than three minutes).**

This Council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting by means of the recording and expresses hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of any member of the public who may be present who do not wish to be filmed or recorded.

C McMahan & G Bacon, representatives of The War Memorial Field Trustees, maintenance committee. Charity formed 8th April 1920, next year the Centenary. Objective to improve certain areas, upgrade the electrics, re-paint the fencing, interior re-decoration and improve the children's play area (quotes still to be acquired). Charity has match funding but would appreciate the assistance of the Town Council for the benefit of the local community. Total cost approximately £15,000 (fifteen thousand) and if exceeds expected figure intend to apply for lottery funding. North Lincolnshire Council have not been approached for funding.

Mr Botfield: showed councillors photographs of the Turbary Road complaining that the grading machine gave only a basic flat surface, Additional material is required to do the job properly. Only part of the road worked, pot holes filled with sludge soon appear again. Dust is really bad a Health & Safety issue.

Mr White: complained that when the road was re-surfaced recently he challenged the contractor on his workmanship and questioned the council about the quality of workmanship, who inspects the work? Had contacted North Lincolnshire Council but no-one comes out. Now a horrendous issue.

Mrs Finch: spoke as a prospective councillor, having lived in Epworth for 20 years, a member of the Epworth Rotary and of local charities and with skills to offer the council.

Members of the public (except one) then left the meeting.

01.05.19 To elect a Chairman of the Council. Cllr Johnson proposed Cllr Jonathan Whittaker seconded by Cllr Stewart; **RESOLVED.**

02.05.19 To receive the Chairman's declaration of acceptance of office. Cllr Jonathan Whittaker signed the declaration of Acceptance of Office as Chairman and presided over the rest

of the meeting. Thanking the out-going Chairman who, he understood, had set an excellent example and would be hard to follow, Cllr Whittaker said that Cllr Mitchell still more to offer.

03.05.19 To elect a Vice Chairman of the Council. Cllr Mitchell proposed Cllr Stewart seconded by Cllr Finch. **RESOLVED.**

04.05.19 To receive the Vice Chairman's declaration of acceptance of office. Cllr Stewart signed his declaration of acceptance of office as vice Chairman.

05.05.19 To record the Names of Members Present. Cllr J Whittaker presiding Cllrs; Finch, Cllr Harm arrived late at 7.32pm, Johnson, Mitchell, Stewart, Cllr Mrs R Whittaker and Cllr Woods.
The clerk C Maguire was in attendance.

06.05.19 To receive Apologies for absence. All present.

07.05.19 To receive Declarations of Interest by any member of the Council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared. (*Localism Act 2011 Code of Conduct*).
Cllr Mitchell personal and prejudicial interest items 27, 28 and 32

08.05.19 To note dispensations given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*). None requested.

09.05.19 To receive the Chairman's Announcements (*for information only*). Nothing announced.

10.05.19 To receive reports from Ward councillors (*for information only*). Cllr Mitchell explained his new role to assist Epworth Town Council. With queries in the first instance he advised the use of the NLC portal; further problems could then be reported to him directly. His mobile phone number and email address were made available and he could be contacted on any issue. He had had a busy first week and was trying to arrange a meeting with the police. The Chairman wished Cllr Mitchell luck and congratulated him on his new role saying he was sure he would do a good job.

11.05.19 To receive the Clerk's Report (*for information only*). The clerk distributed a copy of the updated work-in-progress sheet which was "noted".

12.05.19 Co-option to fill casual vacancy: (Representation of the People Act 1985 s21 and Local Government Act 1972 s87 (1)); to receive information from interested parties for co-option as a new member to the council. Item deferred until meeting of May 21st.

13.05.19 To resolve Draft Minutes of a Meeting of the Council held on Tuesday April 2nd 2019 copies of which have been previously circulated, for approval and signature; proposed by Cllr Stewart as an accurate record, seconded by Cllr Mitchell **RESOLVED**, and signed by the Chairman.

14.05.19 To dispose of any business, if any, remaining from the last meetings. No issues were raised.

15.05.19 Internal control: to receive a copy of the March 2019 monthly account statement (financial Year-end) for approval and signature by the Chairman including copy bank statements to reconcile with Year End figures; proposed by Cllr Stewart seconded by Cllr Woods, **RESOLVED** an accurate record and signed by the Chairman.

16.05.19 Internal Control: to receive a copy of the budget sheet April 2018/March 2019 (financial year end) for approval and signature by the Chairman and note additional budget heading overspends; proposed by Cllr Stewart seconded by Cllr Mitchell **RESOLVED** an accurate record and signed by the Chairman.

17.05.19 Internal Control: To receive information regarding payments on the Financial Statements (such as direct debits and credit payments) approved by the Town Clerk since the last meeting of the Town Council, under powers granted by the Local Government Act 1972 s101 and in accordance with Council Policy.

NOTE: banking dates are approximate and may vary from those listed

Receipts					
15.04.19	R Wallace & Son	Purchase & burial rights	£400.00		£400.00
29.04.19	Keith Ashton memorials	Memorial WARD	£50.00		£50.00
07.05.19	Huntington (re CLARK)	Purchase & burial rights	£200.00		£200.00
30.04.19	North Lincolnshire Council	Precept & grant	£31,791.87		£31,791.87
16.04.19	VAT claimed		£608.00		
	Cheques paid		Net	Vat	Total
	salary cheques as listed				
	Cancelled cheques				
	DD payments				
01.04.19	North Lincolnshire Council	Cemetery rates	£52.62		£52.62
01.04.19	Scottish power	Market Place	£9.17	£1.83	£11.00
01.04.19	Scottish Power	Chapel of Rest	-£17.41	£18.41	£1.00
25.04.19	O2	mobile phone	£19.42	£3.88	£23.30
19.05.19	BT	Telephone/internet	£68.01	£13.60	£81.61

01.05.19	North Lincolnshire Council	Cemetery rates	£53.00		£53.00
01.05.19	Scottish power	Market Place	£13.39	£0.42	£13.81
01.05.19	North Lincolnshire Council	Trade waste	£31.60		£31.60
26.05.19	O2	Mobile phone	£18.58	£3.72	£22.30
22.05.19	HSBC	bank charges	£20.98		£20.98
21.05.19	Yorkshire Water	clean water supply	£9.75		£9.75
03.05.19	Water Plus	sewerage costs			

Proposed by Cllr Johnson seconded by Cllr Mitchell **RESOLVED** noted, schedule signed by the Chairman.

18.05.19 Internal control: To resolve May cheques for payment as presented on the following schedule (*Local Government Act 1972 as amended*).

			Net	VAT	Total
104261	Epworth Imperial Hall	Room hire April 2nd & 16th	£45.00		£45.00
104262	a Fotherby	Petrol for mowers	£23.01		£23.01
104263	R Dixon	Internal Audit	£738.00		£738.00
104264	Staples UK Ltd	Paper envelopes pens	£146.35	£29.27	£175.62
104265	United Carlton	Photocopies	£53.96	£10.79	£64.75
104266	Arrow publications	1/2 page article	£40.00	£8.00	£48.00
104267	Samuel Jacob Memorials	Crem plot markers	£248.30	£49.66	£297.96
		Total cheques for payment			£1,392.34

Proposed by Cllr Stewart seconded by Cllr Mitchell **RESOLVED** cheques for payment as presented, schedule signed by the Chairman.

19.05.19 Internal control HSBC Bank Mandate: to nominate and resolve signatories to the HSBC Epworth Town Council bank mandate for the New Council year.

Current signatories Cllrs Harm, Mitchell, Stewart & Whittaker and the clerk, C Maguire.

Proposed by Cllr Stewart seconded by Cllr Woods **RESOLVED** to add the Chairman, Cllr J Whittaker other signatories to stay the same.

20.05.19 Internal control Direct Debit payments schedule: to receive and approve DD payments schedule for the 2019/ 2020 financial year schedule to be signed by Chairman.

Schedule of D/D payments				
North Lincolnshire Council	Cemetery rates	Monthly	£53.00	

North Lincolnshire Council	Cemetery rubbish collection	Monthly	9 @ £21.60	(1 @£31.60)
BT	Telephone/internet	Monthly	£81.61	variable
O2	Mobile phone	Monthly	£22.30	
Scot Power	Electricity (Market Place)	Monthly	£13.81	
Scot Power	Electricity (Chapel of Rest)	Monthly	£1.00	(£51.00 - query)
EDF	Electricity (office)	Monthly	£26.00	
EDF	Electricity (office)	Monthly	£74.00	
EDF	Electricity (60 High Street)	Monthly	£14.00	
HSBC	DR Bank charges	Monthly	£20.98	Variable
Yorkshire Water	Cemetery clean water	Quarterly	£30.16	Variable
Water Plus	Cemetery dirty water/sewerage	Quarterly	£30.16	Variable
Siemens Financial Services	Photocopier lease	Quarterly	£219.10	

Proposed by Cllr Stewart seconded by Cllr Mitchell **RESOLVED** direct debit payment schedule approved and signed by the Chairman.

7.32pm Cllr Harm attended the meeting.

21.02.19 Internal control Public Sector Audit: to receive a copy of the internal audit report (possible referral to the Finance Committee for action). Noted: some findings council needs to act on. Proposed by Cllr Johnson to note the report and refer it to the Finance Committee/clerk (then back to full council) for action seconded by Cllr Mitchell and **RESOLVED**.

22.05.19 Internal control Annual Return: to receive the Annual Internal Auditor's Report 2018/19 page 3 of 6 of the Annual Return. Proposed by Cllr Stewart seconded by Cllr Mitchell and **RESOLVED** noted.

23.05.19 Internal control Annual Governance Statement: to receive and resolve the Annual Governance Statement (page 4 of 6) Section 1 of the Annual Return – assertions 1-9.

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements

Answer Yes

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

Answer Yes

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

Answer Yes

4. We provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounts and Audit Regulations.

Answer yes

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

Answer Yes.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Answer Yes.

7. We took appropriate action on all matters raised in reports from internal and external audit.

Answer Yes.

8. We considered whether any litigation liabilities or commitments events or transactions occurring either during or after the year end have a financial impact on this authority and where appropriate have included them in the accounting statements.

Answer yes.

9. Not applicable

Proposed by Cllr Mitchell seconded by Cllr Stewart **RESOLVED** Annual Governance Statement approved and signed by the Chairman and clerk

24.05.19 Internal control Zurich Municipal Insurance: to receive insurance renewal documents and resolve to continue with the agreement for a minimum of 1 year at £1812.22 (one thousand eight hundred and twelve pounds, 22pence) or £1729.31 (one thousand seven hundred and twenty nine pounds 31 pence) 3 year agreement –year 1.

Payment 2018/19 £1709.05; new 3 year contract at £1729.31/year represents a small percentage increase of 1.1%. Proposed by Cllr Stewart seconded by Cllr Woods to take out a new 3 year contract with Zurich Insurance **RESOLVED**.

25.05.19 Internal control: Business Debit Card: to discuss the provision of an HSBC Business debit card to enable the clerk to make pre-approved on-line purchases on behalf of the council with a separate schedule to be signed by 2 councillors. NOTE: previous discussions by Finance Committee, some mandated purchased (AVG & adobe) only available as Debit card payments. Requirements for checks, balances and safeguards. Proposal that the clerk obtains the signatures of 2 councillors for authority to purchase, then audit by Finance Committee. Take “all reasonable steps” to reduce risk. Noted “Fidelity guarantee insurance cover on policy. Proposed by Cllr Harm seconded by Cllr Mitchell **RESOLVED** to include annual review.

26.05.19 Internal control MKS Groundcare: To resolve a change of payment method (from cheque to DD payment) as contractor no longer accepts cheques. Proposed by Cllr Johnson seconded by Cllr Stewart **RESOLVED** to set up new DD payment (*letter to bank signed by Chairman and clerk*).

27.05.19 PLANNING Town & Country Planning Act 1990 (as amended)

To resolve PA/2019/644 and PA/2019/723

Planning permission (and listed building consent) to erect a single storey extension (including demolition of existing single storey extension) and alterations to courtyard building.

Site location: 11-13 High Street, Epworth.

Having declared a personal and prejudicial interest Cllr Mitchell left the meeting.

Cllr R Whittaker declared that she had ben lobbied by the applicant and also left the meeting.

Proposed by Cllr Stewart seconded by Cllr Harm and **RESOLVED** no observations.

Cllr Whittaker returned to the meeting

28.05.19 Kings Head Croft – amendment to street lighting/CCTV plan: to receive and resolve approval to the amendment to the street lighting /CCTV plans for Kings Head Croft
Proposed by Cllr Stewart seconded by Cllr Harm and **RESOLVED** to approve the amended application

Cllr Mitchell returned to the meeting.

29.05.19 To appoint members to Committees, Working Groups and Outside bodies –
committee structure discussion paper attached:

During discussion the following points were noted:

Meeting option two full council meetings monthly;

Merging committees;

Two committee meetings/night e.g. Cemetery & Environment

Proposal to form working group to discuss not seconded;

Option to maintain committees for 3 months as existing;

Subbing of committee members proposed

<u>FINANCE Committee</u>	<u>PLANNING Committee</u>	<u>CEMETERY Committee</u>
J Whittaker	R Whittaker	D Stewart
T Mitchell	G Johnson	G Johnson
G Johnson	D Woods	R Whittaker
D Stewart	P Finch	
<u>ENVIRONMENT Committee</u>	<u>PERSONNEL Committee</u>	<u>Community Emergency Plan</u>
D Woods		<u>working group (CEP)</u>
R Whittaker	M Harm	T Mitchell
D Stewart	T Mitchell	R Whittaker
T Mitchell	(J Whittaker)	
<u>Heritage Committee</u>		
(Full Council)		
<u>Epworth Charities</u>	<u>Epworth Imperial Hall Committee</u>	<u>Epworth Heritage Forum</u>
Mrs E. Wilson	T Mitchell	
Mrs D Janney		
(in post until September)		
<u>Neighbourhood Action Team (NATS)</u>	Cllr Robinson as Ward Councillor	

30.05.19 Local Government Act 1972 Section 137 grant application: to receive a grant application from The Thurlow for refurbishment works to the infrastructure ahead of the Centenary Celebrations. After brief discussion it was proposed by Cllr Stewart seconded by Cllr R Whittaker and **RESOLVED** to refer the application to the Finance Committee.

31.05.19 Epworth Town Council Policies: To receive the schedule of all Council Policies for re-adoption (*NOTE: policies may be scheduled for further discussion at a future meeting or by a Committee.*) Proposed by Cllr Harm seconded by Cllr R Whittaker and **RESOLVED** to adopt the schedule of policies as presented.

Human Resources (General)

Capability Policy

Complaints Policy (including Code of Conduct)

Disciplinary Policy

Equality Policy

Grievance Policy

Occupational Health & Safety Policy & Risk Assessments

Recruitment & Selection Policy (*required*).

Safeguarding (*child protection & vulnerable adults – under review*)

Vexatious Complainants Policy

Volunteers Policy (*Confidential Agreements under review*)

Human Resources (Councillors)

Member/officer protocol (*to review*)

Standing Orders (*re-adopted March 2019*)

Travelling expenses

Finance

Financial Regulations

Grant funding (General)

Grant funding (Section 137)

Cemetery

Cemetery Regulations and fees

Memorial Safety Policy & Cemetery fees

Rules & Regulations for Funeral Directors

Information Management

Data protection and Document retention Policy (*need to update re GDPR*)

Freedom of Information (*Publication Scheme but no "Policy"*)

Social Media Policy

Publication Scheme

Recording Council meetings)

GDPR – General Data Protection Regulations (subject to amendment)

To comply with the regulations by May 25th 2018

Privacy Notice

Consent to hold Contact Information

Contact privacy Notice

Subject Access request form

Councillor Privacy Notice

Privacy Impact Assessment (Cemetery Records)

Management of Transferable Data Policy

32.05.19 Turbary Road: to receive an additional request and quotation to add stone to the surface of Turbary Road. During discussion the following points were noted:
North Lincolnshire Council responsibility as public right of way;
Clerk to invoice Colin Wilkinson at NLC for previous year's contribution and for contribution for this year; £1000 for 2018/19 and additional £1000 for 2019/20. Also note increased cost to purchase stone.
Proposal that Cllr P Finch (experience in this field) to investigate materials used;
Proposal to investigate complaints from residents not seconded.
Proposed by Cllr Stewart that Cllr Finch liaise with the clerk and the contractor to assess the site and report back to the next council meeting. Seconded by Cllr Woods **RESOLVED** 1 against 1 abstention.

33.05.19 Kings Head Croft: replacement cradle swing seats: to receive copy quotations from suppliers for the replacement of swing seats following RoSPA inspections recommending their replacement. Noted square seat fits larger children; query pod seats in fenced area, square seats on playing field; proposed by Cllr Stewart seconded by Cllr Mitchell **RESOLVED** clerk to clarify prices relating to the fitting charge, and bring back to June meeting of the council.

34.05.19 Additional tree survey Church Walk: to receive copies of complaints from residents and copy quotation for additional tree survey relevant to the complaints. Having received complaints, proposed that council carry out specific tree survey to investigate survey £204.00 plus VAT £40.80 Total £244.80 proposed by Cllr Johnson seconded by Cllr Harm and **RESOLVED**.

35.05.19 Road-side planters: to resolve authorisation to the clerk/Environment Committee members to manage (with the volunteers) the purchase and planting and ancillary costs of the 8 road-side planters. Proposed by Cllr Whittaker seconded by Cllr Stewart and **RESOLVED**.

36.05.19 To discuss the purchase of additional office equipment (lap-top and office chair) for the assistant clerk. Following discussion on the requirements for 3 quotations, proposed by Cllr Mitchell seconded by Cllr Harm and **RESOLVED** that equipment to the value of £1500.00 could be purchased.

Cllr Woods left the meeting with apologies at 21.05pm.

37.05.19 To note Correspondence (*copies for information purposes only pages 127 & 129 attached*). Proposed by Cllr Johnson seconded by Cllr Harm **RESOLVED** correspondence noted.

38.05.19 To list: items for facebook. Co-option notice; New Chairman and Vice Chairman.

39.05.19 Questions to the Chairman: (*Items of immediate urgency that must be acknowledged before the next meeting and have not been included on the Agenda*). No issues were raised.

40.05.19 To confirm the date and time of the next monthly meeting as Tuesday May 21st 2019 and Tuesday June 4th 2019, both at the Imperial Hall, Epworth.

41.05.19 In view of the confidential nature of the business concerning members of staff or legal issues about to be transacted, it is advisable and in the public interest that the press and public be temporarily excluded and they are asked to withdraw under the terms of the Public Bodies (Admission to Meetings) Act 1960 and of Standing Orders. THE COUNCIL MAY RESOLVE to exclude members of the press and public for the following agenda item:

One member of the public left the meeting.

(a) To authorise (*previously approved*) payments of salaries and related payments per the confidential schedule. Proposed by Cllr Whittaker seconded by Cllr Stewart and **RESOLVED** to approve salaries and related payments to the value of £2021.59, the Chairman signed the schedule.

(b) To receive information on the National Salary Award and resolve salaries for existing staff for 2019/2020. Proposed by Cllr Stewart seconded by Cllr R Whittaker and **RESOLVED** that the groundsman and cleaner on (old scale 13) new scale 4 would receive a salary increase to £9.58/hour and the clerk on (old scale 30) new scale 24 would receive a salary increase to £14.50/hour (back-dated to April 2019).

(c) To resolve the starting salary scale point for the assistant clerk. Following advice received from ERNLLCA proposed by Cllr Johnson seconded by Cllr Mitchell and **RESOLVED** that the assistant clerk would be offered a starting salary at new scale point 15 £11.91/hour increasing to scale point 17 £12.39/hour on passing CiLCA.

To record the closure of the meeting at 9.22pm

cm09.05.19