

# EPWORTH TOWN COUNCIL

Cemetery Lodge Burnham Road Epworth DN9 1BY

Email: [clerk@epworthtowncouncil.com](mailto:clerk@epworthtowncouncil.com) Tel: 01427 872086



22 February 2021

Reference: 2/2021

Dear Councillors,

I hereby give notice of summons to attend a Full meeting of the Parish Council that will be held on the following:

**Tuesday 02<sup>nd</sup> March 2021 to commence at 7.00pm.**

Due to the current Covid-19 pandemic, and the Government imposed restrictions of public gatherings, this meeting will be a remote meeting hosted using the Zoom online software.

The details of the Zoom connection and access information is detailed on the Agenda attached to this.

For any apologies for attendance, please could you email me on [clerk@epworthtowncouncil.com](mailto:clerk@epworthtowncouncil.com) at your earliest opportunity.

With regards,

A handwritten signature in black ink, appearing to read 'S R Baxter'.

**Mr S R Baxter JP MIFA ADPS ADIP**

*Clerk and Responsible Financial Officer*

Epworth Town Council

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The Councillors of the Epworth Town Council are hereby summoned to attend a Full Town Council Meeting at 7.00pm on Tuesday 02 March 2021 via the online digital format Zoom.

Zoom Meeting details: ID – 883 066 5402 Passcode – Epworth

<https://zoom.us/j/8830665402?pwd=cnZoQ0RjcWdUWkZ3dHVrRbjNCb3l6QT09>

Members of public are welcome to attend via zoom using the above access. Should members of the public wish to raise a question before the meeting, please will they contact the Clerk at [clerk@epworthtowncouncil.com](mailto:clerk@epworthtowncouncil.com)

## AGENDA ITEMS FOR DISCUSSION AND DECISION

- Welcome to all Councillors and any members of the public sitting in observation.** The confirmation of the Chair that the meeting is recorded and the recording is saved for a period of no less than 12 months.
- Members of the public participation** – this will be limited to 10 minutes and each member of the public will have a maximum time of three minutes. This is at the discretion of the Chair.
- Motion to exclude members of press and public from participation** – but can observe  
*For the following agenda points members of the public can observe the meeting but cannot take part in any discussion or debate. Any persons not Councillors or the Clerk will be muted on Zoom*
- Apologies for absence from Councillors** – agreement of Councillors to accept absences
- Declarations of interest** – for the Council to note including dispensations presented to the Clerk
- Minutes of the last Full Meeting (02 Feb 2021)** – to confirm that the minutes are accurate
- Action and updates from the last Full Council Meeting**
- To receive the Chairman’s announcement**
- To receive the reports from Ward’s Councillors**
- Minutes of the last Finance Committee Meeting (23 Feb 21)** – to confirm that the minutes are accurate
- Financial update report and bank reconciliations from the RFO**
- Schedule of payments for approval**

No.	Payee	Amount (ex VAT)	Amount total	Reason
1	Plusnet	£ 33.00	£ 39.60	Broadband
2	MQWA Ltd	£ 50.00	£ 50.00	H&S Advisory Feb 2021
3	West Care Tree Care	£1,050.00	£1,050.00	Tree maintenance work
4	Vodafone	£ 15.98	£ 19.17	Clerk phone
5	Amazon	£ 116.66	£ 139.99	New Chair for the Office
6	NALC	£ 32.44	£ 38.93	Webinar training for Cllr Brumby
7	Prestige Safety Services	£ 95.92	£ 115.12	Zoom provision from May 20 to March 21

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13. **Rescission Notice application of decision to amend Standing Order 15b** – request for decision made on the 02 February 2021 to be rescinded through application of no less than five Councillors.
14. **Proposal to amend Standing Order 15b** – discussion and vote on the proposal to send supporting documents of meetings to Councillors digitally
15. **Printing facilities for the Town Council Office** – discussion and agreement
16. **Protective cases for Councillor IT Tablets** – to review recommendation and agree
17. **Council Website** – information from Clerk on update of ETC Website
18. **Finance & Cemetery Management** – discussion of the proposal to engage in a digitised approach
19. **Change in legislation of Council Meetings** – implication of change of regulation for Council Meetings as from 07 May 2021 due to Covid Regulations cessation. Consideration of impact on Annual Meeting and delegation of powers
20. **Minutes of the last E&C Committee Meeting (08 Feb 21)** – to confirm the minutes are accurate
21. **Proposition to site a memorial stone without a burial or ashes internment** – Agreement to consider Council position
22. **Update on arboriculture work on Kings Head Croft**
23. **Resignation of Council Groundsman** – discussion of manner of celebration of retirement and how the Council are moving forward
24. **Handy person vacancy** – discussion of update of applications
25. **Maintenance and decoration Cemetery Lodge** – upstairs and on the external walls
26. **Minutes of the Planning Committee Meetings (08 Dec 2020)** - to confirm the minutes are accurate
27. **Planning application to review and vote – Application PA / 2021 / 109.** Outline planning permission to erect five detached dwellings with access and layout not reserved for subsequent approval at Stanmore Lodge, Belton Road, Sandtoft, DN8 5SX
28. **Policies in connection with DPO recommendation** – to discuss and vote to adopt
  - i) GDPR policy
  - ii) Retention and disposal of documents and data policy
29. **Questions to the Chairman** – any update from Councillors from members of the community since the publication of the Agenda
30. **Motion to agree the next Meeting of the Council** – 7.00pm on Tuesday 06 April 2021 by Zoom
31. **Motion to exclude members of press and public from the meeting due to the confidential nature of the staffing and salary matter for the following agenda points.**

*For the following agenda points members of the public and press will be excluded. Any persons not Councillors or the Clerk will be removed from the meeting on Zoom.*
32. **Approval of salary detail and expenditure for all Council employees**
33. **Recommendation to consider communication vexatious from a 3<sup>rd</sup> party person**
34. **Contract of Clerk** – proposition of an extension of the contract