

# EPWORTH TOWN COUNCIL



4<sup>th</sup> January 2024

To: Members of Epworth Town Council

Councillors Finch (Chairwoman), Baker, Grantham, Holt, J Whittaker, R Whittaker & Wilson

**Dear Councillor**

I hereby give notice of the **Full Council Meeting of Epworth Town Council** due to be held on **Tuesday, 9<sup>th</sup> January 2024, at 7.00 pm**, in the **Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth**, and you are summoned to attend.

**Yours faithfully**

A handwritten signature in blue ink that reads "Gary Johnson".

**Gary Johnson**  
**Town Clerk to the Council**

## **Public Participation**

Members of the public may speak prior to the meeting on issues they would like to bring to the attention of the Full Council, however public participation shall not exceed 15 minutes.

Note that 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. The Council meeting is recorded, and the recording is saved for a period of no less than 12 months.

## **AGENDA**

1. **Record of Members Present**  
To record the names of members present.
2. **Apologies and Reasons for Absence**  
To receive and accept any apologies and reasons for absence.
3. **Declarations of Interest & Dispensations**
  - (i) To record any declarations of interest in respect of the agenda.
  - (ii) To note any dispensations given to any member of the Council in respect of the agenda.

4. **Chairwoman's Report**

To receive a report from the Chairwoman.

5. **Ward Councillors' Report**

To receive a report from the ward councillors.

6. **Minutes of the Last Meeting**

To approve as a correct record the minutes of a meeting of the Full Council held on Tuesday, 5<sup>th</sup> December 2023.

7. **Clerk's Report**

To receive a report from the Clerk.

8. **Correspondence**

(i) To note the following correspondence:-

- a) NALC - Star Council Awards
- b) ERNLLCA - Budgeting Toolkit
- c) North Lincs Council - Electoral Register
- d) Bright HR - Benefits of Flexible Working
- e) Worknest - Employment Law Update
- f) ERNLLCA - Flooding at Allotments
- g) Kirton in Lindsey Town Council - Christmas Lighting
- h) Worknest - Christmas Party HR Toolkit
- i) Worknest - Resolving Workplace Conflict Flowchart
- j) North Lincolnshire Council - Christmas Greetings
- k) Kirton in Lindsey Town Council - Christmas Greetings
- l) North Lincs Council - Sarah Newton
- m) Croner Group Limited - Sickness Absence Policy
- n) Northern Powergrid - Transparency in Network Planning
- o) Immingham Town Council - Christmas Wishes
- p) Mayor of Grantham - Christmas Wishes
- q) Bright HR - Severe Weather Policy
- r) Crowle & Ealand Town Council - Season Greetings
- s) Barton Upon Humber Town Council - Christmas Wishes
- t) North Lincs Council - Recycle Right This Christmas
- u) Northern Powergrid - Storm Pia
- v) Mr S Robinson - Pothole Near The Thurlow
- w) Worknest - Fire Safety Legislation Changes
- x) ERNLLCA - NALC Legal Update

(ii) To consider the following correspondence:-

- a) Public Technology - Digital Transformation Survey
- b) ERNLLCA - Essentials of Being a Good Employer
- c) HWRA - Rural Life Survey on Alleviating Loneliness
- d) Government Events - Social Media Strategy & Analytics
- e) North Lincs Council - Sustainable Planting Scheme
- f) Northern Powergrid - New Distribution Future Energy Scenarios
- g) Community Vision - New Funding Opportunity
- h) Worknest - Tackling Toxic Behaviours in Town & Parish Councils
- i) North Lincs Council - D-Day 80<sup>th</sup> Anniversary Commemoration Grant

**9. Publications**

To note receipt of the following publications:-

Alliance Volunteer Hub - Newsletter	November 2023
ERNLLCA - Newsletter	December 2023
Public Sector Network - Newsletter	December 2023
Rural Services Network - Rural Funding Digest	December 2023
HWRA - Newsletter	Winter 2023
North Lincolnshire Council - Forthcoming Meetings	January 2024
SLCC - The Clerk	January 2024
ERPF - Bulletin	
ERVAS - Community Vision	
Fields In Trust - News	
ICCM - Member Newsletter	
NALC - Chief Executive's Bulletin	
NALC - Events	
NALC - Newsletter	
North Lincs Council - Business Focus	
Public Sector Executive - Online Newsletter	
Rural Services Network - Rural Bulletin	
SLCC - News Bulletin	

**10. Committee / Working Group Reports**

To note / approve the minutes of the following committee / working group meetings:-

Planning Committee	Monday, 11 <sup>th</sup> December 2023
Personnel Committee	Monday, 18 <sup>th</sup> December 2023

**11. Finance**

To note and approve the schedule of accounts for payment for January 2024.

**12. Beacon**

To receive a further update on the Beacon and to consider any further action which may need to be taken.

**13. Website**

To consider a new website for the town council.

**14. Storage Cupboard & Scanner**

To consider a recommendation to purchase a storage cupboard and scanner.

**15. Lawnmower**

To consider a quote for the servicing of the lawnmower.

**16. Parish Precept for 2024 / 2025**

To consider a recommendation about the precept for 2024 / 2025.

**17. Social Media & Communications Policy**

To clarify section 12 of the Social Media & Communications Policy with regard to under what circumstances it would elect a nominated individual(s).

**18. Chairman / Chairwoman's Pendant**

To consider the refurbishment of the Chairman / Chairwoman's pendant.

19. **Items Raised By Councillors**  
(i) **Market Cross** - Councillor Finch  
To further consider the cleaning and improvement of the Market Cross.  
  
(ii) **Review of Standing Orders & Policies** - Councillor Baker  
To discuss a review of standing orders and policies.
20. **Administrative Assistant**  
To give authority to the Personnel Committee to interview and appoint an Administrative Assistant.
21. **Facebook**  
To consider items for Facebook.
22. **Date, Time and Place of Future Meetings**  
To confirm date, time and place of future meetings of the Council.
23. **Closure of Council Meeting**  
To note the time the meeting closed.

Note: All members of the Public & Press are welcome to attend.

If you wish to speak on any matter on the agenda or anything else that affects the Parish of Epworth, please let the Clerk know prior to the start of the meeting.

**Appendix for Full Council Meeting held on Tuesday, 9<sup>th</sup> January 2024, at 7.00 pm,  
in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth**

**Item 11 - Finance**

**ACCOUNTS FOR PAYMENT - JANUARY 2024**

**Payments made before or since last meeting:-**

20.11.23	No.300003	Royal British Legion	S137 Grant	25.00
20.12.23	DD	EDF Energy	Electricity	19.00
	DD	EDF Energy	Electricity	32.00
	DD	EDF Energy	Electricity	34.00
	DD	EDF Energy	Electricity	126.00
27.12.23	DD	Everflow	Water Rates	24.08
	DD	Vodafone	Mobile Phone Charges	17.16
28.12.23	DD	Talk Talk	Telephone & Broadband Charges	26.34
29.12.23	BP	Wages / Tax & NI / Pension	Month 9	3,454.03
31.12.23		Unity Trust Bank	Bank Charges	18.00
02.01.24	DD	Scottish Power	Electricity	35.83
	DD	North Lincs Council	Business Rates	62.00
08.01.24	BP	SLCC	Annual Membership	229.00
	BP	Epworth Music Day	S145 Grant	2,352.00

**Payments submitted at this meeting:-**

09.01.24	BP	Prestige Safety Ltd	Fire Extinguisher & Blanket Service	37.20
	BP	MWQA Ltd	Monthly H&S Competent Person Fee	72.00
	BP	Torne Valley Ltd	Refuse Sacks / Grease / Oil / Timers	43.30
	BP	J R Cockin Electrical Ltd	Annual PAT Testing	180.00
	BP	Torne Valley Ltd	Gloves & Bin Bags	10.87
	BP	Torne Valley Ltd	Bin Liners	2.24
	BP	Mr S Quantrill	Mileage	7.43