

## Epworth Town Council Cemetery Lodge Burnham Road Epworth DN9 1BY 01427 872086

Council members,

Cllr J Whittaker (Chairman), Cllr Mrs C Finch, Cllr Mrs P Garner, Cllr M Harm,  
Cllr G Johnson, Cllr T Mitchell, Cllr D Stewart MBE (Vice Chairman),  
Cllr Mrs R Whittaker, Cllr D Woods.



**Wednesday August 26th, 2020**

### COVID-19 NOTICE

Government has legislated that as of 4th April 2020, Town Council meetings can now be held remotely via online video technology, to enable self-isolation and health and safety guidance to be adhered to during the COVID-19 pandemic. Epworth Town Council has chosen to use “zoom”

Join Zoom Meeting

<https://zoom.us/j/8830665402?pwd=RjUrTURVaUIBd0ZtUkZiMUtUWkhWZz09>

Meeting ID: 883 066 5402

Passcode: 8SXeJB

Dear Councillor,

**You are hereby summoned** to a meeting of Epworth Town Council to be held remotely via “zoom” on Tuesday September 1st, 2020 at 7pm

Signed C Maguire *C Maguire* Clerk to the Council

**Public Participation session:** In normal circumstances members of the public are welcome to address the meeting during public participation at 7pm; whilst Epworth Town Council supports the rights of people to do this, during the current covid-19 crisis, for health and safety reasons, and to ensure physical isolation guidance can be followed, meetings will be held digitally, via on-line technology:

### AGENDA

- 1. To record the Names of Members, Present.**
- 2. To receive Apologies for absence.**
- 3. 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*).
- 4. To note dispensations** given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*).
- 5. To receive the Chairman’s Announcements** (*for information only*).
- 6. To receive reports from Ward councillors** (*for information only*).
- 7. To receive the Clerk’s Report** (*for information only*).
- 8. To resolve Draft Minutes** of a Meeting of the Council held on Tuesday August 4th, 2020 (zoom meeting) copies of which have been previously circulated, for approval and signature (*copy attached*).
- 9. To dispose of any business**, if any, remaining from the last meetings.
- 10. Internal control:** to receive the Account and budget sheets for July 2020 and copy bank statements for approval and signature of the Chairman (*copies attached*).
- 11. 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 (*schedule herewith*) for approval and signature. **NOTE: banking dates are approximate and may vary from those listed**

	Receipts		Net	Vat	total
30.07.20	1040 D & J Oliver	Burial Rights C365C	£300.00		£300.00
06.08.20	1041 R Wallace & Son	Purchased rights & burial J Bowman	£475.00		£475.00

Clerk Caroline Maguire Answer phone 01427 872086 email [clerk@epworthtowncouncil.com](mailto:clerk@epworthtowncouncil.com)  
Mobile 07734386628 (weekdays office hours only)

11.08.20	NC & CG Foster	56 Hanging baskets	£56.00		£56.00
					£0.00
20.08.20	HMRC	VAT claim submitted	£449.71		£449.71
		<b>Total income</b>			<b>£831.00</b>
	<b>Cheques paid</b>		Net	Vat	Total
10.08.20	104542	VANL subscription	£20.00		£20.00
					£0.00
		<b>Total cheques</b>			<b>£20.00</b>
	<b>Authorised Card Payments</b>				
					£0.00
		<b>Total payments</b>			<b>£0.00</b>
	<b>Misc. Items/DD's</b>				
01.09.20	NLC	Cemetery rates	£62.00		£62.00
01.09.20	NLC	Trade waste	£26.60		£26.60
02.09.20	BT	Tel/internet includes termination payments	£166.23	£6.79	£173.02
26.08.20	Everflow	Cemetery water	£17.95		£17.95
07.08.20	Vodafone	DD set up			£0.00
22.08.20	HSBC	Bank charges	£20.60		£20.60
27.08.20	Plusnet	Phone & broadband	£31.00	£8.72	£39.72
01.08.20	Scottish Power	Electricity Market Place	£10.00		£10.00
20.08.20	EDF	Electricity	£6.00		£6.00
20.08.20	EDF	Electricity	£21.00		£21.00
20.08.20	EDF	Electricity	£15.00		£15.00
01.09.20	Scottish Power	Electricity Chapel of Rest	£11.00		£11.00
24.08.20	MKS Groundcare	Grass cutting	£432.00	£86.40	£518.40
		<b>Total DD's</b>			<b>£921.29</b>

**12. Internal control:** To resolve September cheques for payment as presented on the following schedule (*Local Government Act 1972 as amended*) for approval and signature.

			Net	VAT	Total
104543	A Fotherby	Petrol for mowers	£20.01	£4.00	£24.01
104544	Graphics Four Ltd	C19 signage	£75.00	£15.00	£90.00
104545	Axholme Landscapes	Epworth in Bloom work plus 6 tree posts	£640.00	£128.00	£768.00
104546	United Carlton	Photocopies	£33.36	£6.67	£40.03
104547	PKF Littlejohn	External Audit	£300.00	£60.00	£360.00
104548	MWQA Ltd	Fire risk assessment	£250.00		£250.00
		<b>Total cheques for payment</b>			<b>£1,532.04</b>

**13. Internal Control Conclusion of Audit:** to receive and resolve Section 3 External Auditor Report & Certificate 2019/20 (page 6 of the Annual Governance & Accountability Return) and a copy of the Notice of Conclusion of Audit to resolve a response and length of time to publish the notice (*copies attached*).

- 14. Section 137 Local Government Act 1972** grant application: to receive and resolve a grant application from the Epworth Thurlow Preschool for £2659.72 (*information attached*).
- 15. Fire Risk Assessment – Cemetery Lodge:** to receive a copy of the Fire Risk Assessment document and resolve any necessary actions (*copy attached*).
- 16. Cemetery Memorial Inspections:** to receive a report from the clerk and resolve any necessary actions (*copy attached*).
- 17. GDPR (General Data Protection Regulations):** to receive and resolve GDPR documentation as follows: (*copies attached*).
- Data Audit 2020 & Data Questionnaire
  - Privacy Notice
  - Email contact Privacy Notice
  - Councillor Privacy Notice
  - Purchase of Exclusive Rights Privacy Notice & Privacy Impact Assessment (Cemetery Records)
  - Contact Privacy notice
  - Consent Form
  - Subject Access Request Form
  - Data Protection Policy & Management of Transferable Data Policy
- 18. Combined Committee Environment/Cemetery:**
- (a) **To resolve Draft minutes** of a committee meeting held on Monday August 24th, 2020 at 7pm (zoom meeting), copies of which have been previously circulated, for approval and signature (*copy attached*).
  - (b) to receive a committee recommendation for the laying of a new concrete slab and installing a new picnic bench at Kings Head Croft (QE2 Field)
- 19. Litter picking:** to discuss issues relating to litter picking at Kings Head Croft (QE2 Field) and in the Town Centre.
- 20. Asgard container;** to receive a quotation to move the unit at Cemetery Lodge (*copy attached*)
- 21. ECHO:** to receive information of the production and publication of the next issue of the ECHO (*information attached*)
- 22. Correspondence:** to note list (*for information only pages 152 & 153*), (*copies attached*).
- 23. To list:** items for facebook.
- 24. Questions to the Chairman:** (*Items of immediate urgency that must be acknowledged before the next meeting and have not been included on the Agenda*).
- 25. To confirm the date and time of the next monthly meeting as** (*Tuesday October 6th, 2020*).
- 26. 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 items:**
- (a) **To authorise** payments of salaries and related payments to the value of £2376.44, schedule for signature by Chairman.
  - (b) **Handyman:** to receive information on salary and equipment requirements from the Combined Committee for discussion and resolution

**To record the closure of the meeting.**

cm26.08.20.

