

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.

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 to facilitate meetings

Minutes of a meeting of Epworth Town Council held remotely via “zoom” on Tuesday May 12th, 2020 at 7pm

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: join zoom meeting.

One member of the press Angela Huzulak from Epworth/Goole Times was present.

The Chairman welcomed everyone to the first ever full council “zoom” meeting.

01.05.20 To record the Names of Members, Present. Cllr J Whittaker presiding
Cllrs: Finch, Garner, Harm, Johnson, Mitchell, Stewart, R. Whittaker and Woods.

02.05.20 To receive Apologies for absence. All present

03.05.20 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 interest items 19 and 21 as Ward Councillor; item 22 personal interest

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

05.05.20 To receive the Chairman’s Announcements (*for information only*). The Chairman extended best wishes to everyone locally affected by C19, to all Epworth residents, friends, and family. He thanked all volunteers and those working for their contribution to helping residents in the Epworth area who had need of help. He thanked the clerk for keeping the council running, with the new “zoom” meeting platform which he hoped would be successful. He thanked Cllr Mitchell for his contribution to the Epworth/Belton group and the production of the C19 leaflet delivery to all Epworth households. He thanked Cllr R Whittaker for her contribution to the hanging basket project which was going ahead. The Chairman apologised if there were any problems during the meeting as it was a learning curve for everyone.

06.05.20 To receive reports from Ward councillors (*for information only*). Cllr Mitchell explained that the last 2 months had been dominated by the C19 crisis; the Epworth & Belton Neighbourhood Partnership had been formed including North Lincolnshire Council, the Isle C19 Support Group and the local churches. 150 volunteers had come forward via “facebook”

and up to 70 vulnerable residents had been helped with shopping, pharmacy information and collecting prescriptions. North Lincolnshire Council had also provided grants to support local businesses. North Lincolnshire Council had sustained high absence levels and staff re-deployment which had entailed the closure of some department such as libraries. Garden waste collection has been suspended though the re-cycling centres had remained open, garden waste collection will be reinstated. The council is recovering and having “remote” meetings. Finally noted that the Battle Green road resurfacing works have now started.

07.05.20 To receive the Clerk’s Report (for information only).

Internal Audit: Information all sent to Mr Dixon for completion of internal audit; copy of completed internal audit received and circulated to councillors 27th April.

ICE: in case of Emergency: it has been suggested by a councillor that everyone should submit an ICE number and name of next of kin or person to contact; the information can be kept in a sealed envelope in the safe and used for emergencies only.

Council decisions:

NOTE: these are decisions taken under L G Act 1972 section 101 whereby the clerk in consultation with the Chairman can make decisions; the decisions have been circulated and councillors opinions have been requested but email decisions are not legal decisions (see ERNLLCA newsletter) just a way of gaging opinions and advising of decisions.

April 8th, 2020 proposal from Cllr J Whittaker that due to covid-19 decisions could be made by the clerk in consultation with the Chairman/Vice Chairman:

Positive responses Cllrs Harm, Johnson, R. Whittaker, Garner, Mitchell, Stewart

April 8th proposal from Cllr J Whittaker to hold meetings of the full council using video conferencing

Positive responses Cllrs Mitchell, Finch, Garner, Harm, Stewart, R. Whittaker, Johnson, Woods

April 2nd proposal from Cllr J Whittaker to continue with the arrangements for hanging baskets; there was much discussion on this issue: positive responses Cllrs R. Whittaker, Finch, Harm, Garner, Cllr Johnson – equivocal; Mitchell – postpone

March 30th proposal from Cllr J Whittaker to set up internet banking

Positive responses Cllrs Harm, R. Whittaker, Mitchell, Garner, Woods, Stewart

The clerk has been contacting HSBC on a weekly basis in order to set up HSBC.net; the application has been put forward for approval but as all HSBC.net advisors are now working from home the direct contact is proving elusive.

Cemetery Lodge staircase: following the advice in the report from Simpkins Kenny the clerk has asked NLC Building Control for further advice before a schedule of works can be drawn up. Informed by Building Control that as no material changes to the use of the building and no other structural changes, building regulations not required. Clerk to put information on facebook.

Telephone services provision: Assistant clerk working on an “options” document for discussion by council.

Epworth Heritage Centre: agenda item May full council meeting (zoom)

Hanging baskets: 52 baskets have been ordered and are scheduled for delivery in May; we do not have confirmation of a watering person, have written to two people and have the name of another. Mr Heywood is putting up the heavy-duty brackets with bolts purchased by Epworth T.C. Provisional date for putting up baskets Wednesday May 27th. DRAFT short term contract has been prepared for watering, start and finish dates to be confirmed. Holiday cover also arranged if required.

Epworth Town Council tree works applications; all works have been approved by NLC, an initial notice will be placed on facebook for contractors interested in the work and detailed paperwork will be sent to those expressing an interest. The constraints of nesting birds mean that no work can be carried out until July. 2 companies have applied for full information.

Grant applications: Update from N Hanson re Epworth Colts received and circulated (23rd April): Update from Isle of Axholme Physically Handicapped Society on expenditure (filed): Epworth Old Rectory letter of thanks and info re expenditure received 15th April: Isle Choral Society email thanks received April 2nd (circulated). Covid-19 leaflets printed and distributed ref Cllr Mitchell (section 137 grant to be part funded by Belton Parish Council – invoiced)

HSBC safeguarding information: the clerk has received and has had to complete information on the council and councillors, a further “threatening” letter has since been received and the final councillor details submitted; councillors felt that the request for personal information was an invasion of privacy.

KHC play equipment: signage and red/white tape around equipment and not being inspected weekly, prior to C19 shutdown one cradle seat damaged; has been collected and returned to manufacturer for assessment; under warranty so replacement expected. Contractor will charge for site visit removal and reinstatement in due course.

Electricity meter readings: Scottish Power have made and cancelled 2 appointments to read the meter at the Chapel of Rest; our own reading was unconfirmed; clerk will chase for another appointment post C-19.

March agenda items:

NLC Local development Framework: Preferred options questionnaire completed and submitted; until lockdown due to C19 lifted not expecting further development

Epworth Neighbourhood Plan: letter of thanks sent to Mr Lofts for presentation, decision not to proceed at the moment – information filed.

Haxey parish Boundary: letter of thanks to information provider, Mr Lofts, no comment recorded, information filed.

VE Day; official notification of cancellation received possible alternative date may be suggested depending on progress of C19 and lockdown - all booked events and performers cancelled, information filed

NLC Grant applications; forms for VE Day and Spring Planting were submitted in time, no further communication from NLC.

Epworth Food Fest (NLC Town Centre Manager) provisional date of October 2nd has not been cancelled but may depend on C19, no further communication from NLC.

Reduction in councillor numbers: letter sent to Cllr Rob Waltham (April 6th) no reply to date.

Epworth Show: council resolved to purchase a stand for the show (min ref 18.03.20) but the show site explains that the show has been cancelled for this year due to C-19.

Annual Meeting: under the Coronavirus Act 2020 all local authority meetings before May 7th, 2021, may be held remotely, the requirement for the Annual Meeting (where a Chairman would usually be elected/re-elected) has been removed. This means that the current Chairman and Vice Chairman will retain their role until such time as the next Annual Meeting is held.

Annual Assembly: the clerk has read all information provided and found no specific reference to Annual Assembly of the Town Meeting, ERNLLCA will be asked for advice on this (advice received and circulated).

Planning update:

PA/2019/406 full planning permission to retain a hard standing and amend vehicle access on land off Steeking drain off Statin Road

2020 planning applications: please note that despite requests for additional time to respond this was not always given so not all applications received an Epworth TC response.

PA/2020/170 listed building consent to install air conditioning unit to rear
Site location 50-52 High Street

PA/2020/179 Epworth TC submitted “no observations”

Refusal of planning permission to erect a first-floor extension with car part below at 22 Hollingsworth Lane

PA/2020/199 Epworth TC submitted “no observations”

Planning application to vary condition 2 of PA/2017/1929 to amend plans of house design

Site location: 3a – 8 Harris View

PA/2020/215 Epworth TC submitted “no observations”

Listed building consent to erect rear extension and pitched roof over existing flat roofed area including associated works

Site location: building within grounds at 104 High Street

PA/2020/234 full planning permission to erect 2 storey front and single storey rear extensions at 26 Hollingsworth Lane

PA/2020/263 Epworth TC submitted “no observations”

Grant of consent for the display of advertisements for 2 ATM header signs at (HSBC) 1-3 Market Place

PA/2020/265 Epworth TC submitted “concerns that proposed building is on a public footpath”

Planning permission to erect a detached garage

Site location; 30 Tottermire Lane

PA/2020/349 Planning permission to erect first floor extension above existing garage

Site location; Wesley Guest House, 16 Queen Street.

Epworth Tc submitted “ there are concerns that the flat roofed extension when viewed from the front detracts from the character of the building whilst, not listed has a blue plaque and features in “the Wesley Walk”

Methodist trail in Epworth. The extension would benefit from a roof extension in line with the existing

PA/2020/350 Epworth TC submitted “no observations”

Planning permission to erect first floor extension to create 2 storey house and erect single storey extension to side to form garage.

Site Location: 83 Burnham Road

PA/2020/440 Epworth TC submitted “queried residential dwelling in open countryside”

Application for prior notification for a proposed change of use of an agricultural building to dwelling house (use class 3)

Site location; barn at Bridge Farm, Scawcett lane

PA/2020/542 Epworth TC submitted “no observations”

Planning permission to erect single storey rear extension

Site location: 8 The Lidgett

KHC picnic benches:

Following the decision by full council to reinstate one of the recycled plastic picnic benches and “to repair the bench, graffiti on wooden top to be sanded lower strut to be repaired” minute reference 15.11.19 of the November meeting, the clerk issued a purchase order to James Smith Building Services asking them to carry out the works; however, communication with the company has been protracted as the purchase order did not contain the same elements (building a new concrete base) as the original quotation to carry out the works and despite efforts to contact the company the order has not been accepted and the works not carried out. The clerk will endeavour to contact 3 other companies for quotations to carry out these works.

KHC power-washing: a notice has been placed on facebook to see if anyone is interested in the work. Clerk in contact with 2 companies for quotations.

Garden Party nomination; having pre planned this agenda item we have not received anything from ERNLLCA this year regarding nominations, I have advised Cllr R Whittaker that the item will be re-scheduled for February next year at which point the nomination can be re-approved.

Risk Assessments: Assistant clerk has been tasked with working on our current documents, in addition other companies have been contacted for quotations for management of our risk assessments.

Assistant clerk:

Over the past few weeks, the assistant clerk has been working on the following:

Updating the records of memorials which failed the safety inspection, following additional site checks

Producing a further list of memorials where the owner requires contacting and writing letters to inform them of any issue (ongoing- now requires some time in the office looking up cemetery records)

Reviewing existing risk assessments, assessing what additional ones are needed, moving onto preparing sector appropriate revised/ additional risk assessment drafts

An assessment of the Council’s current GDPR compliance level, working on recommendations for necessary action and a list of actions to be taken by staff & councillors to help move towards compliance

Revising cost comparison for provision of telephone and broadband for Cemetery Lodge.

Proposed by Cllr Stewart seconded by Cllr Woods **RESOLVED** clerks report noted.

08.05.20 To resolve Draft Minutes of a Meeting of the Council held on Tuesday March 3rd, 2020 copies of which have been previously circulated, for approval and (remote) signature
Proposed by Cllr Stewart as a true record seconded by Cllr Harm **RESOLVED**

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

10.05.20 Finance Committee: to resolve draft minutes of a (zoom) committee meeting held on Tuesday April 28th, 2020 copies of which have been previously circulated, for approval and (remote) signature. Proposed by Cllr Stewart seconded by Cllr Mitchell **RESOLVED** a true record.

11.05.20 Internal control: to receive the Account sheets for February and March 2020 and copy bank statements for financial year end March 2020 and March year end budget sheet for approval and (remote) signature of the Chairman. Proposed by Cllr Stewart seconded by Cllr Harm **RESOLVED** an accurate record for signature by the Chairman.

12.05.20 Internal Control Public Sector Audit: to receive a copy of the audit report prepared by Richard Dixon, and to respond to those issues highlighted by the clerk.

Internal Audit Report year end March 2020 – Points to consider:

Moderate weakness: Point 2 page 5; Financial Regulations; the council should review and approve the latest NALC model Financial Regulations which were published in July 2019. NOTE: Finance Committee has reviewed and made amendments document to be presented to full council for adoption. **(NOTE: Finance committee has read through document and made amendments – document to be presented to Full Council for adoption)**

Moderate weakness: Point 3 page 6, VAT: Care should be taken to ensure that all VAT is recorded in the cash book for reclaim purposes.

Both cheque signatories should initial cheque stubs to confirm agreement with the details on the cheque and documentation provided to them at time of signing.

Minor weakness: point 3 page 6: it should never be assumed that registration for VAT purposes means that all VAT can be recovered. Owing to the complexity of VAT legislation it is recommended that advice be sought from HMRC when any new projects are undertaken, significant capital expenditure is being considered or any new matters arise.

Moderate weakness point 4 page 7: significant risks and documentation: the council's cemetery inspections should be re-commenced and the inspections sheets should be amended to include the action taken to remedy any defaults and the dates on which this has been done.

The council should carry out periodic inspections of any other assets it owns and record such inspections in the recommended way.

Minor weakness payroll controls point 8 page 9: It is noted that the council has been made aware that it should not be claiming National Insurance Employment Allowance as it does not have charitable status. As a result, the payroll provider has amended the council's payroll software package and the resultant arrears of N.I contribution for the year have been paid to HMRC. **(NOTE: already corrected and payments amended)**

Moderate weakness Assets point 9 page 10: the valuations for Cemetery Lodge and Chapel of Rest should be amended on the Asset Register to reflect the previous valuations. **(NOTE: done)** The total of the Asset register as at 31.03.20 should be reduced when the above valuations have been amended **(NOTE: done)**

Proposed by Cllr Stewart seconded by Cllr Johnson **RESOLVED** to note the report and the actions taken by the clerk.

13.05.20 Internal Control Annual Internal Audit Report page 3 of Annual Return:

To receive a copy of page 3 of the Annual Return completed by the Internal Auditor for comment/response. Proposed by Cllr Stewart seconded by Cllr Johnson **RESOLVED** to note and record that correction has already been made by the clerk on the Asset list.

14.05.20 Internal Control Annual Governance Statement Assertions: to receive a copy of the assertion's statements (from Finance Committee) for further comment/response prior to considering the statements on the Annual Return. Recorded thanks that the finance committee had spent a lot of time on this, all commitments fulfilled. Proposed by Cllr Stewart seconded by Cllr Harm **RESOLVED**.

15.05.20 Annual Return (AGAR) section 1 page 4: to resolve responses to the Annual Governance Statements and resolve (remote) signatures of the clerk and Chairman, meeting date and minute reference.

1. We have put in place arrangements for the 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 Practice 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 requirement 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 had a financial impact on this authority and, where appropriate, have included them in the accounting statements. **Answer yes.**
9. Trust Funds; **Not applicable.**

Proposed by Cllr Stewart seconded by Cllr Finch **RESOLVED** completed page approved to be signed by the Clerk and Chairman.

16.05.20 Internal Control: Line 9, Asset list: to receive and approve a copy of the Assets List produced by the clerk prior to approval of the Accounting Statement. The clerk was thanked for providing the updated statement. Proposed by Cllr Harm seconded by Cllr R Whittaker **RESOLVED** Assets List approved.

17.05.20 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; April and May payments.

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

	Receipts		Net	Vat	total
26.03.20	Hanging basket contributions	Axholme Decorating & Beautiful You	£40.00		£40.00
					£0.00
					£0.00
	Cheques paid		Net	Vat	Total
104440	Flexiform Business Furniture Ltd (Asgard)	Replacement cheque words & figures don't match, signed & sent Chairman & clerk	£1,625.84	£325.17	£1,951.01
104441	Simpkins Kenny Ltd	re-invoiced	£552.83	£110.57	£663.40
104442	Staples	Envelopes	£33.28	£6.66	£39.94
104443	Isle Choral Society	Section 137 grant	£250.00		£250.00
104444	AKS print & Design	Covoid 19 leaflets	£90.00		£90.00

	Authorised Card Payments				
26.03.20	Arrow publications	delivery of covid leaflets	£164.00	£32.80	£196.80
26.03.20	Post office	stamps	£18.24		£18.24
	DD payments		Net	Vat	total
21.03.20	Everflow water	Cemetery water	£8.31		£8.31
31.03.20	Water plus	cemetery waste water	£18.89		£18.89
01.04.20	North Lincolnshire Council	Cemetery rates	£60.81		£60.81
02.04.20	BT	Telephone & internet	£59.30	£11.86	£71.16
02.04.20	MKS Groundcare	Grass cutting contract	£200.00	£40.00	£240.00
26.04.20	O2	Mobile phone	£18.58	£3.72	£22.30
29.04.20	Siemens	Photocopier Lease	£182.59	£36.51	£219.10
					£0.00
					£0.00
	Misc. Items				
					£0.00
<u>Cheques for payment</u>					
<u>April 1st 2020</u>					
	New cheque book		Net	VAT	Total
104481	Epworth Imperial Hall	Room hire March 3rd	£22.50		£22.50
104482	A Fotherby	Petrol for mowers	£20.00	£4.00	£24.00
					£0.00
					£0.00
					£0.00
					£0.00
		Total cheques for payment			£46.50

Salaries and related payments March paid April £2465.83 approved.

	Receipts		Net	Vat	total
01.04.20	Northern Powergrid	Turbary Road wayleave	£11.50		£11.50
09.04.20	J Threadgold Funerals	Burial rights CR86	£200.00		£200.00
17.04.20	North Lincolnshire Council	Part precept/ precept grant	£37,496.30		£37,496.30

21.04.20	Grahams bakeries	HB contributions (unconfirmed)	£80.00		£80.00
		Total income			£37,787.80
	Cheques paid		Net	Vat	Total
104481	Imperial Hall	March 3rd room hire	£22.50		£22.50
104482	A Fotherby	Petrol for mowers	£20.00	£4.00	£24.00
					£0.00
					£0.00
		Total cheques			£46.50
	Authorised Card Payments				
06.04.20	Tool station	Bolts for HB brackets	£27.08	£5.42	£32.50
01.04.20	Arrow publications	C19 leaflet delivery	£196.80		£196.80
27.04.20	Tool Station	Additional bolts	£8.12	£1.63	£9.75
04.05.20	Post Office	24 1st class stamps	£18.24		18.24
	DD payments		Net	Vat	total
01.04.20	NLC	Cemetery rates	£60.81		£60.81
02.04.20	MKS Groundcare	Grasscutting	£200.00	£40.00	£240.00
02.04.20	BT	Telephone/internet	£59.30	£11.86	£71.16
17.04.20	Microsoft	new email accounts	£233.24	£46.65	£279.89
18.04.20	Everflow water	Cemetery water	£8.59		£8.59
26.04.20	O2	mobile phone	£19.51	£3.90	£23.41
22.04.20	HSBC	Bank charges	£18.79		£18.79
29.04.20	Siemens	Photocopier lease	£182.59	£36.51	£219.10
					£0.00
	Misc. Items				
30.04.20	Belton PC	C19 contribution	£127.00		£127.00
14.04.20	Account transfer	From BMM A/C to current	£10,000.00		
	<u>Cheques for payment May 2020</u>				
			Net	VAT	Total
104489	Zurich Municipal 2nd year	Insurance	£1,938.63		£1,938.63
104490	Staples	Stationery part order	£6.78	£1.36	£8.14
104491	J Whittaker	Paint to label baskets & zoom standard pro monthly	£20.99	£2.40	£23.39

104492	SLCC	Clerks annual membership	£161.00		£161.00
104493	ERNLLCA	Annual membership	£997.00		£997.00
104494	Public Sector Audit (R Dixon)	Internal audit & completion of audit form	£731.50		£731.50
104495	CPRE	Best Kept Village competition	£40.00		£40.00
					£0.00
		Total cheques for payment			£3,899.66

Schedules for April and May were produced noting that there were some duplications, possible date corrections to be made re C19 leaflets and a VAT payment to be checked re paint for labelling baskets. With these queries to be answered by the clerk, proposed by Cllr Johnson seconded by Cllr Finch **RESOLVED** financial information noted.

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

Ch 104502 £48.62 VAT £9.73 Total £58.35

Proposed by Cllr Stewart seconded by Cllr Finch **RESOLVED** cheque for payment as presented.

19.05.20 Planning (Town & Country Planning Act 1990 as amended) **To resolve PA/2020/470** planning permission for change of use from A1 (shop) to A3 (café and bakery)

Site location: 13 Queen Street, Epworth

Proposed by Cllr Johnson seconded by Cllr Stewart and **RESOLVED**:

Epworth Town Council comments: there are no objections to the change of use but the design and character of the shop frontage needs to be in keeping with the rest of the properties in the street it is in and the opening hours approved should reflect that the development is in a residential area.

20.05.20 Epworth War Memorial Field: to resolve the request to vary the use of grant funds previously given. Proposed by Cllr Mitchell seconded by Cllr Finch **RESOLVED** no objection to the amended use of the grant money and appreciate being asked.

21.05.20 Opportunity to transfer responsibility for grass cutting to the Town and Parish Councils: to receive information and resolve a response. After prolonged discussion during which opposing views were expressed; proposed by Cllr Harm seconded by Cllr R. Whittaker and **RESOLVED not** to accept the offer to transfer responsibility for grass cutting.

22.05.20 Epworth Heritage: to receive copy correspondence and resolve a response. After considerable discussion during which concerns were expressed about the safety, visual amenity and security of the site, proposed by Cllr Johnson seconded by Cllr Harm and **RESOLVED** to write to the Diocese reminding them of their responsibilities for the safety and security of the site and confirming that the council would like to be informed of details of the property auction.

23.05.20 To discuss the current committee structure and possible changes. After considerable discussion during which alternatives were discussed, proposed by Cllr Stewart seconded by Cllr Harm and **RESOLVED**

- Finance Committee
- Personnel Committee
- Planning Committee (zoom meetings)
- Cemetery/Environment Committee combined – meetings 6 weekly

Also **RESOLVED** to review in 6 months

24.05.20 Local Council Award Scheme: to discuss applying for the “Foundation” level. Proposed by Cllr Mitchell seconded by Cllr Finch to work towards council attainment of the foundation level

Amendment proposed by Cllr Johnson to consider – after having assessed where we are in relation to the scheme and reference staff work-load, seconded by Cllr Harm.

Voting on the amendment, amendment failed

On the original proposal that the council work towards attaining the foundation standard: **RESOLVED**

25.05.20 Travelling expenses: to receive a copy of the amended document for adoption. Proposed by Cllr Johnson seconded by Cllr Harm and **RESOLVED** to amalgamate items i and ii removing reference to “out of county”. Clerk to amend and bring back for resolution.

26.05.20 Epworth Charities: to receive a brief verbal update from Cllr J Whittaker. Having attended a recent meeting of the charity Cllr J Whittaker provided a resume of the meeting and asked if the Epworth town Council shredding machine could be used by the charity, the clerk replied that the machine was not heavy duty and was probably not suitable.

27.05.20 Wooden Planters: to propose that the wooden planters are removed from the A161 (to storage) until an alternative site is found for them. Proposed by Cllr R Whittaker to move and re-locate the planters, seconded by Cllr Garner and **RESOLVED**.

28.05.20 Correspondence: to note list (*for information only pages 109 & 110 February/March and pages 111 to 113 attached April/May 5th*). Proposed by Cllr Stewart seconded by Cllr Woods and **RESOLVED** correspondence noted.

29.05.20 To list: items for facebook.

- Epworth Charities information
- Notification to residents about hanging baskets
- All agenda as published

30.05.20 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 items were raised.

31.05.20 To confirm the date and time of the next monthly meeting as Tuesday June 2nd, 2020.

32.05.20 *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: the member of the press left the meeting at 9.20pm.

(a) **To authorise** payments of salaries and related payments to the value of £2465.83 (April) and £2438.31 (May) as per the confidential schedules, schedule for (remote) signature by Chairman. Proposed by Cllr Stewart seconded by Cllr Woods
RESOLVED schedules approved for signature.

(b) **Personnel Committee:** to receive draft minutes from a meeting of Tuesday February 11th, 2020 copies of which have been previously circulated for approval and (remote) signature. Proposed by Cllr Stewart seconded by Cllr Harm and **RESOLVED** a true record.

(c) **To receive** an update, and recommendations from the committee on current issues.
Cllr Harm advised that matters were still on-going.

To record the closure of the meeting at 9.28pm

cm13.05.20.