

# EPWORTH TOWN COUNCIL

Cemetery Lodge Burnham Road Epworth DN9 1BY  
Email: [clerk@epworthtowncouncil.com](mailto:clerk@epworthtowncouncil.com) Tel: 01427 872086



15 February 2021

Reference: 1/2021 FC

Dear Councillors,

I hereby give notice of a summons of Councillors who are members of the Finance Committee of Epworth Town Council to attend a meeting that will be held on the following:

**Tuesday 23<sup>rd</sup> February 2021 to commence at 7.00pm.**

Due to the current Covid-19 pandemic and the Government imposed restrictions of people meeting, 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 Members of the Epworth Town Council's Finance Committee are hereby summoned to attend a Committee Meeting at 7.00pm on Tuesday 23 February 2021 via the online digital format Zoom.

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

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)

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## AGENDA ITEMS FOR DISCUSSION AND DECISION

1. **Welcome to all Councillors and any members of the public sitting in observation**
2. **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.
3. **Resignation of Cllr R Whittaker from the Finance Committee** - comment of Chair
4. **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*
4. **Apologies for absence from Councillors** - agreement of Councillors to accept absences
5. **Declarations of interest** - for the Council to note including dispensations presented to the Clerk
6. **Financial Update which includes the bank reconciliation** - as of the 01 February 2021
7. **Finance & Cemetery System** - proposition and business paper by the Clerk to procure a new system for the digitalisation of the systems for time savings through efficiency as well as transparency
8. **Designation of ETC financial reserves** - proposal from the RFO to designate a second bank account as the Reserves Account
9. **Bank Mandate designation** - consideration of number of Councillors and whom will have responsibility for approving payments through online banking and signing cheques
10. **Questions to the Chair of the Committee** - update from Councillors from members of the community
11. **Motion to agree the next Meeting of the Committee** - 7.00pm on Tuesday 30 March 2021 by Zoom