

## EPWORTH TOWN COUNCIL

### Minutes of an Extraordinary Meeting of the Full Council held on Tuesday, 21<sup>st</sup> June 2022, at 7.00 pm, in the Chapel of Rest, Cemetery Lodge, Burnham Road, Epworth

#### Public Participation

No members of the public were present.

**24/06/22**      **Record of Members Present**

The following councillors were present: Councillors Finch (Chairwoman), Cooper, Fleet, J Whittaker & R Whittaker.

**25/06/22**      **Apologies**

There were apologies from Councillors Brumby, Garner, Stewart and Woods.

**26/06/22**      **Declarations of Interest & Dispensations**

- (i) No declarations of interest were made.
- (ii) No dispensations had been granted.

**27/06/22**      **Internal Audit Report**

Each member of the Council was provided with a copy of the internal audit report which had been drawn up in response to an audit carried out 3<sup>rd</sup> - 6<sup>th</sup> June 2022, by Mr Richard Dixon of Public Sector Audit. The audit report stated that the accounts and governance of the Council had been maintained to a good standard and the internal financial control environment was also good, however of concern was the possible lack of ongoing review and inspection of all council risks and liabilities and also issues regarding staff contracts of employment, however the consideration and adoption of the recommendations contained within the report would serve to further enhance and strengthen the systems, procedures and governance arrangements already in place. Councillors thanked the Clerk for all his hard work with the internal audit, who said it was due to the efforts of all of those involved in it. Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that the report be noted, and the Finance Committee should look at the recommendations contained within the report.**

**28/06/22**      **Annual Governance and Accountability Return**

The Clerk had provided each councillor with a copy of the annual governance and accountability return for 2021/22, and this was discussed by the Council.

**(a) Annual Governance Statement for 2021/22** - Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that the Annual Governance and Accountability Return for the year ended 31st March 2022 should be approved by the Chairwoman and Clerk signing Section 1 of the Annual Return to do with the Annual Governance Statement for 2021/22 - after ticking yes to boxes 1-8 with box 9 being n/a.**

**(ii) Accounting Statements for 2021/22** - Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that the Chairwoman sign Section 2 of the Annual Return to do with the Accounting Statements for 2021/22, which had already been signed by the Responsible Financial Officer.**

The Clerk informed councillors that the Unaudited Annual Governance & Accountability Return for 2021/22 along with the Notice of Public Rights would then be posted on the Council's notice board and website by 30<sup>th</sup> June 2022.

29/06/22

**Planning**

a) The following planning application had been received:-

**PA/2022/1047**

Proposal: Notice of intention to fell a conifer, yew and ash tree within Epworth's conservation area  
Location: 9 Church Street, Epworth  
Applicant: Elizabeth Brennan

Proposed by Councillor R Whittaker and seconded by Councillor Fleet - **It was resolved that the Council should neither support or object to the planning application, but it was keen to retain a rural look and save the trees if possible and therefore support the planning officer.**

30/06/22

**Institute of Cemetery & Crematorium Management**

The Clerk provided councillors with information about the Institute of Cemetery & Crematorium Management and on the benefits of becoming a member. Proposed by Councillor J Whittaker and seconded by Councillor R Whittaker - **It was resolved that the Council should become a corporate member of the Institute of Cemetery & Crematorium Management for 2022 / 2023 at a cost of £95.**

31/06/22

**Accounts for Payment**

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

22.05.22		HSBC	Bank Charges	8.00
31.05.22	Equals	Wilko Limited	Stationery	11.25
07.06.22	Equals	Londis	Fuel for Mower	29.56
20.06.22	DD	EDF	Electricity	9.00
	DD	EDF	Electricity	35.00
	DD	EDF	Electricity	65.00

Proposed by Councillor Cooper and seconded by Councillor Fleet - **It was resolved that the action taken be approved.**

**Payments submitted at this meeting:-**

21.06.22	BP	Mr Paul Haywood	Move & Relocate Planters	180.00
	BP	Silica Lodge Garden Centre	Plants & Compost	120.92
	BP	Axholme Decorating Centre	Wood Stain	52.99
	BP	Axholme Landscapes	Tree & Plaque	366.00
	BP	de Mowbray's Musicke	Playing of Bag Pipes	50.00
	BP	de Mowbray's Musicke	Band for Ceilidh	450.00
	BP	Mrs C M Duncan	Miss Marina Mae Concert	175.00

Proposed by Councillor Cooper and seconded by Councillor J Whittaker - **It was resolved that these accounts be paid.**

**32/06/22****Personnel**

Proposed by Councillor J Whittaker and seconded by Councillor Finch - **It was resolved that due to the confidential nature of the item to be discussed that the press and public be excluded.** Councillors discussed the regular payment of wages of staff on a monthly basis, which were currently paid after the end of the month. Proposed by Councillor J Whittaker and seconded by Councillor Cooper - **It was resolved that staff should be paid on the last working day of the month.**

**33/06/22****Closure of Council Meeting**

The Chairwoman declared the meeting closed at 7.32 pm.