

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 May 6th, 2020

EPWORTH TOWN COUNCIL

Cemetery Lodge

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

**Epworth
Doncaster
North Lincolnshire
DN9 1BY**

Dear Councillor,

You are hereby summoned to a meeting of Epworth Town Council to be held remotely via "zoom" on Tuesday May 12th, 2020 at 7pm

Tel: (01427) 872086

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: join zoom meeting

<https://zoom.us/j/99230219926?pwd=Yk1vK1VjVDFSOThtYXErNm0rKzFnQT09:>

Meeting ID: 992 3021 9926

Password: 692823

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 March 3rd, 2020 copies of which have been previously circulated, for approval and (remote) signature (*copy attached*).
- 9. To dispose of any business**, if any, remaining from the last meetings.
- 10. 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 (*copy attached*).
- 11. Internal control:** to receive the Account sheets for February and March 2020 and copy bank statements financial year end March 2020 March year end budget sheet for approval and (remote) signature of the Chairman (*copies attached*).
- 12. 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 (*copies attached*).

Clerk: Caroline Maguire 01427 872086 answer phone
Mobile: 077343 86628 9-5 Monday – Friday
E-mail: epworth.council@btconnect.com



13. 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 (*copy attached*).

14. 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 (*copy attached*).

15. 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 (*copy attached*).

16. 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 (*copy attached*).

17. 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 (*schedules attached*).

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

18. 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

19. 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

20. Epworth War memorial Field: to resolve the request for vary the use of grant funds previously given (*copy information attached*).

21. Opportunity to transfer responsibility for grass cutting to the Town and Parish Councils: to receive information and resolve a response (*copy information attached*).

22. Epworth Heritage: to receive copy correspondence and resolve a response (*copy attached*).

23. To discuss the current committee structure and possible changes.

24. Local Council Award Scheme: to discuss applying for the "Foundation" level (*Cllr J Whittaker*)

25. Travelling expenses: to receive a copy of the amended document for adoption (*copy attached*).

26. Epworth Charities: to receive a brief verbal update from Cllr J Whittaker

27. Wooden Planters: to propose that the wooden planters are removed from the A161 (to storage) until an alternative site is found for them (*Cllr R Whittaker*).

28. Correspondence: to note list (*for information only pages 109 & 110 February/March and pages 111 to 113 attached April/May 5th*). (*Copies attached*).

29. To list: items for facebook.

30. Questions to the Chairman: (*Items of immediate urgency that must be acknowledged before the next meeting and have not been included on the Agenda*).

31. To confirm the date and time of the next monthly meeting as (*Tuesday April 7th, 2020*).

32. 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 £2465.83 (April) and £2438.31 (May) as per the confidential schedules, schedule for (remote) signature by Chairman.

(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 (*copy attached*).

(c) **To receive** an update, and recommendations from the committee on current issues.

To record the closure of the meeting.

cm06.05.20.

Clerk: Caroline Maguire 01427 872086 answer phone
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E-mail: epworth.council@btconnect.com

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