

EPWORTH TOWN COUNCIL



2nd November 2023

To: Members of Epworth Town Council

Councillors Finch (Chairwoman), Baker, Grantham, Holt, Stewart, J Whittaker,
R Whittaker & Wilson

Dear Councillor

I hereby give notice of the **Full Council Meeting of Epworth Town Council** due to be held on **Tuesday, 7th November 2023, at 7.00 pm**, in the **Small Hall of the Imperial Hall, Chapel Street, Epworth**, and you are summoned to attend.

Yours faithfully

A handwritten signature in blue ink that reads 'Gary Johnson'.

Gary Johnson
Town Clerk to the Council

Public Participation

Members of the public may speak prior to the meeting on issues they would like to bring to the attention of the Full Council, however public participation shall not exceed 15 minutes.

Note that this Council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting by means of the recording and expresses hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of any member of the public who may be present who do not wish to be filmed or recorded. The Council meeting is recorded, and the recording is saved for a period of no less than 12 months.

AGENDA

1. **Record of Members Present**
To record the names of members present.
2. **Apologies and Reasons for Absence**
To receive and accept any apologies and reasons for absence.
3. **Declarations of Interest & Dispensations**
 - (i) To record any declarations of interest in respect of the agenda.
 - (ii) To note any dispensations given to any member of the Council in respect of the agenda.

4. **Co-option**
 - (i) To consider the co-option procedure.
 - (ii) To consider the co-option of a member.
5. **Grant**

To consider a request for financial assistance from Epworth Business Forum.
6. **Youth Council**

To receive an update from the representatives and consider any further action to be taken including the appointment of a councillor to liaise with South Axholme Academy.
7. **Chairwoman's Report**

To receive a report from the Chairwoman.
8. **Ward Councillors' Report**

To receive a report from the ward councillors.
9. **Minutes of the Last Meeting**

To approve as a correct record the minutes of an Ordinary Meeting of the Full Council held on Tuesday, 3rd October 2023, and an Extraordinary Meeting of the Full Council held on Thursday, 5th October 2023.
10. **Clerk's Report**

To receive a report from the Clerk.
11. **Correspondence**
 - (i) To note the following correspondence:-
 - a) Electrical Safety First - Electrical Safety Fund
 - b) Millea Group Limited - PA/2023/1381
 - c) Peninsula Business Services - Employment Law / Difficult Conversations / Workplace Wellbeing / Fire & Rehire
 - d) Mr A Gore - Turbary Road
 - e) Fields in Trust - New Guidance & Fee Structure
 - f) Councillor D Robinson - Mixed Use Development Plans
 - g) Mr G Milnes / Councillor D Robinson - Turbary Dog Waste
 - h) North Lincs Council - Occasional Market Consent
 - i) Millea Group Limited / North Lincs Council - PA/2023/1381 Extension / Defer
 - j) North Lincs Council - Town & Parish Council Liaison Meeting
 - k) NALC - Star Council Awards Finalists
 - l) Mr N Wallace / Councillor T Mitchell - Footpath Repair
 - m) Mr J Hayes - PA/2023/1381
 - n) PSE Online - Good Governance Overview
 - o) Fields in Trust - Why Parks Matter Survey
 - p) Epworth Business Forum - Gazebos
 - q) Ms L Parker - PA/2023/1381
 - r) Worknest - Resolving Workplace Conflict
 - s) ERNLLCA - Free Training from Cloudy IT
 - t) ERNLLCA - Be an Effective Council Online
 - u) Unity Trust Bank PLC - New Online Banking Service
 - v) Bright HR - Leaders in Tech
 - w) North Lincs Council - Christmas Concert
 - x) North Lincolnshire Council - Upcoming A161 Road Closure
 - y) HWRA - Isle of Axholme Community Network Meeting

- z) Peninsula Business Services - Conduct Issues / Employee Grievances / Staff Contracts
- aa) ERNLLCA - North Lincolnshire District Committee Meeting
- bb) CPRE Northern Lincolnshire - Best Kept Village Presentation Photo
- cc) Worknest - Workplace Conflict
- dd) Bright HR - Absence Policy
- ee) ERNLLCA - Advice & Support Guidance
- ff) Vodafone - Switching Off 3G
- gg) London Hearts - Defibrillator Fund
- hh) Northern Powergrid - Storm Babet
- ii) Councillor S Holt - Welcome to Epworth Sign
- jj) Epworth Old Rectory - Christmas Craft Poster
- kk) Mr A Fleet / North Lincs Council - Public Rights of Way
- ll) S Price - Planning Issue
- mm) North Lincs Council - Neighbourhood Watch Leaflet
- nn) North Lincs Council - Blaydes Drive, Epworth
- oo) ERNLLCA - Chairs Training
- pp) Peninsula Business Services - More Predictable Hours
- qq) Grimsby Live - Remembrance Services
- rr) Inspector Stevens - Humberside Police
- ss) Mr D Brown - Street Naming
- tt) RFCA - Belton Playing Fields

(ii) To consider the following correspondence:-

- a) ICCM - Events Survey
- b) Kirton in Lindsey Town Council - Councillor Numbers
- c) PKF Littlejohn LLP - Annual Governance & Accountability Return
- d) Councillor Cooper - Resignation
- e) Zero Hour - Climate and Ecology Bill
- f) Councillor T Mitchell - Proposed Transfer of Hospital Services
- g) Mr P Barnard - Community Orchard
- h) Government Events - Dementia Care Conference
- i) Government Events - Tackling Drug & Substance Misuse
- j) Mr G Milnes - Turbary Road
- k) ERNLLCA - Playground Inspection Training
- l) Epworth Old Rectory - Letter of Support for National Lottery Bid

12. Publications

To note receipt of the following publications:-

Alliance Volunteer Hub - Newsletter	September 2023
ERNLLCA - Newsletter	September 2023
Alliance Volunteer Hub - Newsletter	October 2023
ERNLLCA - Newsletter	October 2023
North Lincs Council - Forthcoming Meetings	October 2023
Public Sector Network - Newsletter	October 2023
Rural Services Network - Rural Funding Digest	October 2023
Clerk & Councils Direct - Magazine	November 2023
North Lincs Council - Forthcoming Meetings	November 2023
Rural Services Network - Rural Funding Digest	November 2023
ERPF - Employer Alert	
ERPF - Employer Bulletin	
ERVAS - Community Vision	

Fields in Trust - News
ICCM - Member Newsletter
Lincs & Notts Air Ambulance - Newsletter
NALC - Chief Executive's Bulletin
NALC - Events
NALC - Newsletter
North Lincs Council - Business Focus
Public Sector Executive - Online Newsletter
Rural Services Network - Rural Bulletin
SLCC - News Bulletin

13. Committee / Working Group Reports

To note / approve the minutes of the following committee / working group meetings:-

Planning Committee	Monday, 16 th October 2023
Finance Committee	Tuesday, 17 th October 2023
Combined Committee	Thursday, 19 th October 2023

14. Finance

- (i) To approve the Financial Report & Bank Reconciliation Statement for July, August and September 2023.
- (ii) To approve the Budget Report for April 2023 - September 2023.
- (iii) To note and approve the schedule of accounts for payment for November 2023.

15. Beacon

To receive an update on the Beacon and to consider any further action which may need to be taken.

16. CCTV

To receive an update on CCTV and to consider any further action which may need to be taken.

17. D-Day

To consider a recommendation on ways to commemorate the 80th Anniversary of D-Day on 6th June 2024.

18. Social Media & Communication Policy

To consider the approval of a Social Media and Communication Policy.

19. Personnel Committee

To appoint a member to the Personnel Committee.

20. Safeguarding Policies & Procedures

To review the following:- (i) Safeguarding Children Policy & Procedure
(ii) Safeguarding Adults Policy & Procedure

21. Play Park

To consider a quote for play park repairs.

22. Blinds

To consider a recommendation to purchase blinds for upstairs at Cemetery Lodge.

23. Fire Extinguisher & Fire Blanket Servicing

To consider quotes for the servicing of the fire extinguishers and fire blanket.

24. **PAT Testing**
To consider a quote for PAT Testing.
25. **Royal British Legion**
To consider a donation to the Poppy Appeal.
26. **Town Walks**
To receive feedback about the town walk and consider any action which needs to be taken.
27. **Facebook**
To consider items for Facebook.
28. **Items Raised By Councillors**
- (i) **Public Rights of Way** - Councillor Holt
To receive an update on the maintenance of public rights of way.
 - (ii) **Epworth Memorial Garden** - Councillor Finch
To discuss the tidying up of the Epworth Memorial Garden.
 - (iii) **Market Cross** - Councillor Finch
To consider the cleaning and improvement of the Market Cross.
 - (iv) **Planters** - Councillor Finch
To discuss the planters in the Market Place.
 - (v) **Benches** - Councillor Finch
To consider a donation of some benches for the Cemetery.
 - (vi) **Weeding** - Councillor Finch
To discuss the weeding of the Market Place.
29. **Date, Time and Place of Future Meetings**
To confirm date, time and place of future meetings of the Council.
30. **Closure of Council Meeting**
To note the time the meeting closed.

Note: All members of the Public & Press are welcome to attend.

If you wish to speak on any matter on the agenda or anything else that affects the Parish of Epworth, please let the Clerk know prior to the start of the meeting.

**Appendix for Full Council Meeting held on Tuesday, 7th November 2023, at 7.00 pm,
in the Small Hall of the Imperial Hall, Chapel Street, Epworth**

Item 14 - Finance

ACCOUNTS FOR PAYMENT - NOVEMBER 2023

Payments made before or since last meeting:-

30.09.23		Unity Trust Bank	Bank Charges	18.00
05.10.23	BP	Equals	Transfer of Funds	894.00
10.10.23	Equals	Londis	Fuel for Mower	16.46
19.10.23	Equals	Microsoft	Online Services	705.60
20.10.23	DD	EDF Energy	Electricity	1.00
	DD	EDF Energy	Electricity	44.00
	DD	EDF Energy	Electricity	234.00
	Equals	Currys	Tablets	498.00
	BP	Equals	Transfer of Funds	300.00
21.10.23	BP	Mr S Quantrill	Mileage	8.10
	BP	Mrs J Canning	Reimbursement for Plants	39.40
23.10.23	DD	EDF Energy	Electricity	34.00
26.10.23	DD	Everflow	Water Rates	23.48
	DD	Vodafone	Mobile Phone Charges	17.16
31.10.23	BP	Wages / Tax & NI / Pension	Month 7	3,211.62
01.11.23	DD	Scottish Power	Electricity	35.83
	DD	North Lincs Council	Business Rates	62.00

Payments submitted at this meeting:-

07.11.23	BP	Torne Valley Ltd	Battery	96.94
	BP	PKF Littlejohn LLP	External Audit	504.00
	BP	Torne Valley Ltd	Refuse Sacks / Bin Liners / Screws	8.66
	BP	MWQA Ltd	Monthly H&S Competent Person Fee	72.00
	BP	Complete	Ink Cartridges	96.00
	BP	J T Building & Joinery Services	Panels for Defibrillator	50.00
	BP	Torne Valley Ltd	Cable Ties	7.20
	BP	Torne Valley Ltd	Gloves & Trowel	15.28
	BP	BRS Tech Limited	Cloud Back-Up	330.00
	BP	Arrow Publications Ltd	Advert	126.00
	BP	Mr S Quantrill	Mileage	6.75