

# EPWORTH TOWN COUNCIL

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



30 September 2021

Dear Councillors

I hereby give notice of summons to attend a meeting of the Full Council Meeting that will be held on the following:

**Tuesday 5 October 2021 to commence at 7 pm**

For any apologies for attendance, please could you email me on [clerk@epworthtowncouncil.com](mailto:clerk@epworthtowncouncil.com) at your earliest opportunity.

With Regards

Clare Boyall

*Clerk*

Epworth Town Council

**The Councillors of the Epworth Town Council are hereby summoned to attend a Full Town Council Meeting at 7pm on Tuesday 5 October 2021 at The Imperial Hall, Epworth.**

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## AGENDA ITEMS FOR DISCUSSION AND DECISION

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.

### Public Participation

Members of the press and public are welcome to attend meetings of the Council under the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100A of the Local Government Act 1972, Schedule 12A. Questions may be put to the Council during the Public Participation Session. The time allocated to each speaker is 3 minutes on their given subject(s). After this time the press and public must refrain from speaking.

- 01/10/21 To record the names of members present
- 02/10/21 To receive apologies of absence
- 03/10/21 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*).
- 04/10/21 To note **dispensations** given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*).
- 05/10/21 To receive the Chairman's Announcements
- 06/10/21 To receive reports from Ward Councillors
- 07/10/21 To receive the Clerk's Report
- 08/10/21 To resolve the Draft Minutes of the Full Council Meeting held on 7 September 2021
- 09/10/21 To resolve the Draft Minutes of the Extraordinary Full Council Meeting held on 20 September 2021
- 10/10/21 To resolve the Draft Minutes of the Combined Environment and Cemetery Committee meeting held on 28 September 2021
- 11/10/21 To resolve the Draft Minutes of the Finance Committee meeting held on 28 September 2021
- 12/10/21 To receive the Financial Reports and Bank Reconciliation
- 13/10/21 To receive the Schedule of Payments

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## Cheque Payments

No	Payee	Reason	VAT	Gross Amount
1	Payroll	Month 6	0	£1948.41
2	MKS Groundcare	Grass Cutting	£40.00	£240.00
3	MWQA Ltd	H&S Support June	0	£50.00
4	Voluntary Action N Lincs	Membership 1/4/21-31/3/22	0	£20.00
5	Torne Valley	Supplies	£1.54	£9.24
6	Pete Barker	Mileage	0	£8.50
7	J Playdale	Equipment Repair	£29.16	£174.96
8	Complete Business Solutions Ltd	Stationery	£2.34	£14.04
11	Malwarebytes	Subscription	0	£95.17
12	PKF Littlejohn	External Audit	£60.00	£360.00

## Direct Debit Payments

1	N Lincs Council	Rates August	£71.00
2	N Lincs Council	Waste Disposal August	£61.23
3	N Lincs Council	Rates September	£71.00
4	N Lincs Council	Waste Disposal September	£61.23
5	Scottish Power	Utility	£11.00
6	Scottish Power	Utility	£11.00
7	EDF	Utility	£23.00
8	EDF	Utility	£112.00
9	EDF	Utility	£48.00
10	HSBC	Charges	£21.80
11	Vodafone	Mobile	£23.31
12	Plusnet	Landline and Broadband April	£39.60
13	Unity Bank	Transfer from HSBC Acct	£50,000.00

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- 14/10/21 To receive and review the Occupational Health and Safety Policy**
- 15/10/21 To receive and review the Member and Officer Protocol**
- 16/10/21 To receive further information for the Data Protection Policy**
- 17/10/21 Planning Permission Refused**  
To receive information previously circulated.
- 18/10/21 Planning Permission Granted**  
To receive information previously circulated.
- 19/10/21 To receive further information regarding a Grant Application Local Government Act s137**
- 20/10/21 To receive information on the potential creation of a South of the Isle Youth Council**
- 21/10/21 To discuss a new shop frontage and whether or not it complies to the requirements of the conservation area.**
- 22/10/21 To discuss and resolve any action to be taken over the commencement of planning application PA/2021/997**
- 23/10/21 To consider buying additional 20 lamppost poppies to replace those that have been previously damaged.**
- 24/10/21 To receive the External Auditor's report 2020/2021**
- 25/10/21 To receive a recommendation from the Finance Committee to amend the figures on 2021/2022 budget sheet**
- 26/10/21 To receive and consider an application for the grant of a premises licence**
- 27/10/21 To receive a recommendation from the Combined Environment and Cemetery Committee to have a land contamination test completed**
- 28/10/21 To resolve to purchase winter planting for kerbside planters at a cost of approximately £100**  
Cllr R Whittaker.
- 29/10/21 To resolve to book a singer for the Queens Platinum Jubilee**  
Cllr Finch.
- 30/10/21 Questions to the Chairman**  
Items of immediate urgency that must be acknowledged before the next meeting and have not been included on the agenda.
- 31/10/21 To note the date and time of the next Full Council Meeting**  
Tuesday 2 November 2021 at 7 pm.

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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 item:

- 32/10/21 To receive further information on a breach of data from other organisations**
- 33/10/21 To receive information and resolve the handover of work to the new Clerk**
- 34/10/21 To resolve expenditure in relation to a subject access request**