22 January 2021

Reference: 1/2021

Dear Councillors,

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

**Tuesday 02nd February 2021 to commence at 7.00pm.**

Due to the current Covid-19 pandemic, 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 at your earliest opportunity.

With regards,



**Mr S R Baxter JP MIFA ADPS ADIP**

*Clerk and Responsible Financial Officer*

Epworth Town Council

**The Councillors of the Epworth Town Council are hereby summoned to attend a full Town Council Meeting at 7.00pm on Tuesday 02 February 2021 via the online digital format Zoom.**

Zoom Meeting details: ID – Passcode –

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

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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. **Introductions: New Clerk and Responsible Financial Officer –** Mr Simon Baxter & **New ETC Councillor:** Ms Stephanie Brumby
3. **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.
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*

1. **Apologies for absence from Councillors** – agreement of Councillors to accept absences
2. **Declarations of interest –** for the Council to note including dispensations presented to the Clerk
3. **Minutes of the last Full Meeting (05 Jan 2021) –** to confirm that the minutes are accurate
4. **Minutes of the Extraordinary Meeting (11 January 2021) -** to confirm the minutes are accurate
5. **Action and updates from the last Full Council Meeting**
6. **To receive the Chairman’s announcement**
7. **To receive the reports from Ward’s Councillors**
8. **Financial Update**

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| --- | --- | --- | --- | --- |
| **No.** | **Payee** | **Amount (ex VAT)** | **Amount total** | **Reason** |
| **1** | Everflow Water | £ 17.38 | £ 17.38 | Water usage |
| **2** | MQWA Ltd | £ 250.00 | £ 250.00 | H&S Advisory Nov 2020 |
| **3** | Cllr J Whittaker | £1,012.41 | £1,214.91 | Tablets for Councillors |
| **4** | Vodafone | £25 (est.) | £ - | Clerk phone |
| **5** | MQWA Ltd | £ 50.00 | £ 50.00 | H&S Advisory Jan 2021 |
| **6** | CWS Signs | £ 180.00 | £ 216.00 | Printing |
| **7** | PestX Ltd | £ 125.00 | £ 150.00 | Treatment of rats |
| **8** | Tourne Valley Stores | £ 3.12 | £ 3.74 | Battery |
| **9** | Plusnet | £ 33.00 | £ 39.60 | Internet |

1. **Schedule of payments for approval**
2. **Discussion and agreement on the Budget and Precept for 2021 / 2022 –** to agree the precept for the Community following the full agreement on the full budget with specific budgeted projects
3. **Consider quotes to cemetery pathways – supporting paperwork attached**
4. **Resolve the cost of hanging baskets to local businesses – see attached quote**
5. **Discussion & vote on amendment to Standing Order 15b –** documents to be sent to Councillors digitally
6. **Discussion of GDPR and vote of appointment of a Data Protection Officer for the Council**
7. **Discussion and vote on Banking service for the Council –** possible move to a digital banking service
8. **Discussion and vote on use of Councillors’ ETC specific email account –** any Council documents or detail only to sent to specific ETC Councillor email address
9. **Discussion and vote on amendment on Standing Order 12 e –** Digital recordings of all meetings to be stored for a minimum of 12 months
10. **Minutes of the last Combined E&C Committee Meeting (06 Jan 21) –** to confirm the minutes are accurate
11. **Discussion and agreement on the quotes for the heating work on the Chapel of Rest**
12. **Discussion and agreement on the quotes for the hanging baskets**
13. **Agreement on the Job Description for the new Handyman role**
14. **Cemetery Management –** discussion of the proposal to engage in a digitised approach
15. **Upgrade of rubbish collection -** move to a larger bin (660ltr) and to a fortnightly collection
16. **Minutes of the last two Planning Committee Meetings (08 Dec 2020 and 04 Jan 2021) –** to confirm these minutes are accurate
17. **Planning application to review and vote –** App PA / 2021 / 85 - 38 Forge Drive, Epworth, DN9 1JN. Application for determination of the requirement for prior approval of a household extension
18. **Questions to the Chairman –** any update from Councillors from members of the community since the publication of the Agenda
19. **Motion to agree the next Meeting of the Council – 7.00pm on Tuesday 02 March 2021 by Zoom**
20. **Motion to exclude members of press and public from the meeting due to the confidential nature of the staffing and salary matter for the following agenda points.**

*For the following agenda points members of the public and press will be excluded. Any persons not Councillors or the Clerk will be removed from the meeting on Zoom.*

1. **Approval of salary detail and expenditure for all Council employees**
2. **Possible GDPR breach – discussion of Council’s obligations** (to link with agenda point 16) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**