

EPWORTH TOWN COUNCIL



1st May 2024

To: Members of Epworth Town Council

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

Dear Councillor

I hereby give notice of the **Annual Full Council Meeting of Epworth Town Council** due to be held on **Tuesday, 7th May 2024**, 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.

A G E N D A

1. **Election of Chairperson and Appointment of Deputy Chairperson**
To consider the election of Chairperson and appointment of Deputy Chairperson and to receive declarations of acceptance of office.
2. **Appointment of Committee Members / Council Representatives**
To consider the representation on Council committees, working groups and outside bodies.
3. **Record of Members Present**
To record the names of members present.

4. **Apologies and Reasons for Absence**

To receive and accept any apologies and reasons for absence.

5. **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.

6. **Co-option**

To consider whom to co-opt onto the Council.

7. **Grant**

To consider a request for financial assistance from The Shed on the Isle.

8. **Planning**

To consider the following planning correspondence:-

PA/2022/1536 Appeal against refusal of planning permission for additional static / lodge pitches, new reception block, new parking bays and new pond (including filling in the existing pond)

PA/2024/368 Proposal: Advertisement consent for one non-illuminated hanging sign at first-floor and front elevation and an existing non-illuminated fixed sign relocated from front to east elevation
Location: 78 High Street, Epworth, Doncaster, DN9 1EP
Applicant: Mr R Mills

PA/2024/434 Proposal: Planning permission to alter shop front and install external fire escape stairs
Location: 78 High Street, Epworth, Doncaster, DN9 1EP
Applicant: Mr R Mills

9. **Chairwoman's Report**

To receive a report from the Chairwoman.

10. **Ward Councillors' Report**

To receive a report from the ward councillors.

11. **Minutes of the Last Meeting**

To approve as a correct record the minutes of an Ordinary Meeting of the Full Council held on Tuesday, 2nd April 2024, and an Extraordinary Meeting of the Full Council held on Tuesday, 16th April 2024.

12. **Clerk's Report**

To receive a report from the Clerk.

13. **Correspondence**

(i) To note the following correspondence:-

- a) Public Sector Executive - Managing Risk & Building Resilience
- b) North Lincs Council - Police & Crime Commissioner Elections
- c) ERNLLCA - Funding for Community Energy Projects
- d) Worknest - National Minimum Wage Rises
- e) Immingham Town Council - Mayoral Charity Coffee
- f) Epworth Old Rectory - Letter of Thanks

- g) HWRA - Isle of Axholme Community Network Coffee Morning / Event
- h) Bright HR - Employment Law Changes
- i) Northern Powergrid - Network Development Plan Webinar
- j) Worknest - Employment Law Update
- k) Worknest - Workplace Conflict Video Guide
- l) North Lincs Council - Occasional Market Consent
- m) Worknest - Employment Law Update
- n) Peninsula Business Services - Employee Appraisals
- o) ERNLLCA - North Lincs District Committee
- p) National Grid - Keadby to Cottam & Keadby to West Burton Overhead Line Refurbishment
- q) Mrs A Moore - Charity Walk Flyer
- r) Ms J Woodcock / Mr G Daw - Bin
- s) ERNLLCA - AGM Motion
- t) St. Andrew's Church - Coffee Morning Poster
- u) Peninsula Business Services - Flexible Working
- v) Worknest - Stress at Work Toolkit
- w) Millea Group Limited - Proposed Development at Belton Road, Epworth
- x) North Lincs Council - Police & Crime Commissioner Elections

(ii) To consider the following correspondence:-

- a) ICCM - Online Training Courses
- b) Northern Powergrid - Annual Network Development Plan Survey
- c) Sinclair Dalby Limited - Proposed Base Station Upgrade at Epworth Water Tower
- d) ERNLLCA - Finance Courses
- e) ERNLLCA - Training Opportunities
- f) North Lincs Council - Proposed 7.5 Tonne Weight Restriction - Idle Bank
- g) ERNLLCA - Barriers to Community Energy Projects
- h) ERNLLCA - Standards in Public Life Survey

14. **Publications**

To note receipt of the following publications:-

ERNLLCA - Newsletter	March 2024
Public Sector Network - Newsletter	March 2024
National Grid - Community Update Newsletter	April 2024
North Lincs Council - Forthcoming Meetings	April 2024
Public Sector Network - Newsletter	April 2024
Rural Services Network - Rural Funding Digest	April 2024
North Lincs Council - Forthcoming Meetings	May 2024
ERPF - Employer Alert	
ERVAS - Community Vision	
Fields in Trust - Newsletter	
ICCM - Member 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	

15. **Committee / Working Group Reports**
To note / approve the minutes of the following committee / working group meetings:-
- | | |
|---|--------------------------------------|
| Planning Committee | Monday, 15 th April 2024 |
| Combined Cemetery & Environment Committee | Monday, 22 nd April 2024 |
| Finance Committee | Tuesday, 23 rd April 2024 |
16. **Finance**
(i) To approve the Financial Report & Bank Reconciliation Statement for January 2024, February 2024 and March 2024.
(ii) To approve the Budget Report for April 2023 - March 2024.
(iii) To note and approve the schedule of accounts for payment for May 2024.
17. **Annual Governance Statement - Assertions Review**
To approve an Annual Governance Statement - Assertions Review.
18. **Bank Accounts**
To review the signatories for the Council's bank accounts.
19. **Committees & Working Groups**
To review the terms of reference for Committees & Working Groups.
20. **Standing Orders**
To review the Council's standing orders.
21. **Financial Regulations**
To review the Council's financial regulations.
22. **Policies & Procedures**
To review the Council's policies and procedures.
23. **Items Raised By Councillors**
(i) **Community Hub** - Councillor R Whittaker
To discuss contacting North Lincolnshire Council about issues linked to the maintenance and appearance of the Community Hub on High Street.
24. **Beacon**
To receive an update on the Beacon and to consider any further action which may need to be taken.
25. **Fire Safety Risk Assessment**
To consider a quote for a fire safety risk assessment of Cemetery Lodge and the Chapel of Rest.
26. **Memorial Safety Inspection**
To consider quotes for checking the safety of the memorials at St. Andrew's Closed Churchyard.
27. **Insurance**
To consider renewal of the insurance premium for the Council.
28. **Institute of Cemetery & Crematorium Management**
To consider renewal of membership of the ICCM for 2024 / 2025.

29. **ERNLLCA**
To consider renewal of membership of ERNLLCA for 2024 / 2025.
30. **Electricity**
To further review electricity suppliers.
31. **Facebook**
To consider items for Facebook.
32. **Date, Time and Place of Future Meetings**
To confirm date, time and place of future meetings of the Council.
33. **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 May 2024, at 7.00 pm,
in the Small Hall of the Imperial Hall, Chapel Street, Epworth**

Item 16 - Finance

ACCOUNTS FOR PAYMENT - MAY 2024

Payments made before or since last meeting:-

31.03.24	Unity Trust Bank	Bank Charges	18.00
05.04.24	DD EDF Energy	Electricity	63.65
09.04.24	BP Starboard Systems Limited	Annual Accounts Licence	645.84
10.04.24	BP CPRE Northern Lincolnshire	Best Kept Village Competition	50.00
22.04.24	DD EDF Energy	Electricity	19.00
	DD EDF Energy	Electricity	32.00
	DD EDF Energy	Electricity	126.00
	DD Everflow	Water Rates	1.65
25.04.24	DD Vodafone	Mobile Phone Charges	18.50
26.04.24	DD Everflow	Water Rates	22.37
	DD Talk Talk	Telephone & Broadband Charges	29.02
30.04.24	BP Wages / Tax & NI / Pension	Month 12	4,230.03
01.05.24	DD Scottish Power	Electricity	84.64
	DD North Lincs Council	Business Rates	62.00

Payments submitted at this meeting:-

07.05.24	BP JB Rural Services	Grass Cutting	199.50
	BP North Lincs Council	Trade Waste	683.40
	BP Aubergine 262 Ltd	Website	598.80
	BP MWQA Ltd	Monthly H&S Competent Person Fee	72.00
	BP JB Rural Services	Grass Cutting	399.00
	BP Mr P Haywood	Mileage & Boots	45.14
	BP Arrow Publications Ltd	Advert for Memorial Safety Check	126.00