

**Northleach with Eastington Town Council**  
**Minutes of the Town Council Meeting held on Wednesday 15<sup>th</sup> May 2019**

**Present: Cllr Alan Wellman (Chair), Cllr Vicki Hewer, Cllr Brian Hulcup, Cllr Andrew Wellman, Cllr Caroline Sanders, Cllr Morley-Blackwell, Cllr Caroline Brady (left after Minute 1 and had informed the Clerk of this in advance) and Mrs Cat Crompton (Clerk)**

<b>1.</b>	<b>Election of Chairman and Mayor of Northleach with Eastington</b>	
<b>Resolution</b>	Cllr Rob Platts was elected by a majority to hold office until the Annual General Meeting 2020	
	Cllr Platts to sign the Chairman's Acceptance of Office with the Clerk	
<b>2.</b>	<b>Election of Vice-Chairman and Deputy Mayor of Northleach with Eastington</b>	
<b>Resolution</b>	Cllr Alan Wellman was elected by a majority to hold office until the Annual General Meeting 2020	
	Cllr Alan Wellman signed the Vice-Chair's Acceptance of Office.	
<b>3.1</b>	Cllr Alan Wellman as Vice-Chairman, chaired the meeting as Cllr Platts was unavailable Apologies were received from Cllr Platts, Cllr Rigby and Cllr Hodgkinson	
<b>3.2</b>	No interests were declared. Councillors were reminded to update the Register of Interests within the next few weeks.	
<b>Action</b>	<ul style="list-style-type: none"> <li>• Clerk to ensure all the ROI are in by the end of May</li> </ul>	
<b>4.</b>	<b>Public Question Time</b>	
	Mr George Hudson spoke about the Post Office. He is the acting Post Master at the moment and is trying to ensure that the Town does not lose the Post Office services.	
<b>Action</b>	<ul style="list-style-type: none"> <li>• Clerk to circulate a statement from Mr Hudson about the Post Office</li> </ul>	
<b>5.</b>	The Quarterly Police Report from February was discussed. This compares figures from February, March and April this year with the same period last year. The incidents dealt with by the Police in this period dropped from 15 last year to 12 this year. The main increase is in Fraud, Forgery and Deception and it was noted that burglaries have gone down.	
<b>Action</b>	<ul style="list-style-type: none"> <li>• Clerk to continue to communicate out the relevant Policing messages</li> </ul>	
<b>6.</b>	<b>6.1</b>	<ul style="list-style-type: none"> <li>• County Councillor Paul Hodgkinson was unavailable and there were no major updates</li> </ul>
	<b>6.2</b>	<ul style="list-style-type: none"> <li>• Cllr Alan Wellman welcomed Cllr Tony Dale who is the new District Councillor for the Northleach Ward. The area is now bigger than before. He will not be able to make every meeting but will try to attend quarterly and send reports on relevant matters when unavailable.</li> </ul>
<b>Matters for Decision</b>		
<b>7.</b>	Cllr Hewer proposed, Cllr Hulcup seconded and it was unanimously <b>RESOLVED</b> to accept the Minutes of the Meeting on Wednesday 20 <sup>th</sup> March 2019 as a true and accurate reflection of the meeting	
<b>Resolution</b>		
<b>Action</b>	<ul style="list-style-type: none"> <li>• Cllr Alan Wellman will sign these once the amendments have been made</li> </ul>	
<b>8.</b>	The Clerk explained the Action Point Update and Clerks Report from Town Council Meeting on 20 <sup>th</sup> March 2019. Most actions are completed and those in progress will be updated in June	
<b>Business to be Reviewed (as per Standing Orders 5j)</b>		
<b>9.</b>	<b>To Appoint Committees and Groups and Elect Chairs</b>	
	<b>9.1</b>	<ul style="list-style-type: none"> <li>• Members of Property and Premises Maintenance Committee were confirmed as Cllr Hewer, Cllr Hulcup, Cllr Andrew Wellman, Cllr Morley-Blackwell and it is hoped that the following residents will agree to be co-opted – Mr Barter, Mr Rayner and Mr White</li> </ul>
	<b>9.2</b>	<ul style="list-style-type: none"> <li>• Cllr Hewer was elected as Chair</li> </ul>
	<b>9.3</b>	<ul style="list-style-type: none"> <li>• Members of the Finance, Funding &amp; Grants Committee were confirmed as Cllr Rigby, Cllr Brady, Cllr Hulcup, Cllr Alan Wellman and Cllr Platts. As three members of this committee were not present it was agreed to elect the Chair at the July Finance meeting</li> </ul>
	<b>9.4</b>	<ul style="list-style-type: none"> <li>• Members of the Westwoods Committee were confirmed as Cllr Platts, Cllr Brady, Cllr Sanders, Cllr Hewer, Cllr Alan Wellman, Cllr Morley-Blackwell, Cllr Andrew Wellman and Supervisor Brian Crossley. The Clerk advised that this committee has the maximum number and it would be useful if one person moved to Finance instead</li> </ul>
	<b>9.5</b>	<ul style="list-style-type: none"> <li>• Planning Committee has meetings as required of all Members,</li> </ul>
	<b>9.6</b>	<ul style="list-style-type: none"> <li>• KGV Trust - All members are automatically Trustees. The Chair will be elected at the first meeting</li> </ul>
	<b>9.7</b>	<ul style="list-style-type: none"> <li>• The working groups were discussed:</li> </ul>
	<b>9.8</b>	<ul style="list-style-type: none"> <li>• Staffing Group is formed of members of Finance. Cllr Rigby, Cllr Brady, and Cllr Hulcup were confirmed as members of Staffing.</li> </ul>
	<b>9.9</b>	<ul style="list-style-type: none"> <li>• Neighbourhood Development Plan will be a working group to continue the work of the Steering Group. Members to include Cllr Hulcup, Cllr Hewer and Mr Chris Hancock. Other</li> </ul>

	members to be confirmed later.
<b>10. Resolution Action</b>	Cllr Morley-Blackwell proposed, Cllr Hulcup seconded and it was unanimously <b>RESOLVED</b> to accept the Terms of Reference for Committees <ul style="list-style-type: none"> <li>• Clerk to update the final dated version and add to website</li> </ul>
<b>11. 11.1 Resolution 11.2 Action</b>	Councillors reviewed the Standing Orders, last reviewed in January 2019 and had a detailed discussion about voting procedures. <ul style="list-style-type: none"> <li>• Cllr Hewer proposed, Cllr Andrew Wellman seconded and it was unanimously <b>RESOLVED</b> that if a member requests it, the vote for Chair and Vice Chair can be conducted by a paper vote.</li> <li>• Clerk confirmed that GAPTC said a show of hands was preferred but not essential and our Standing Orders did not specify.</li> <li>• Clerk to update the Standing Orders to reflect this and add to website</li> </ul>
<b>12. 12.1 Action</b>	Councillors reviewed Financial Regulations, last reviewed July 2018 and had no amendments. <ul style="list-style-type: none"> <li>• Cllr Hulcup proposed, Cllr Andrew Wellman seconded and it was unanimously <b>RESOLVED</b> to adopt the Financial Regulations.</li> <li>• Clerk to date the document and add to the website</li> </ul>
<b>13. Action</b>	Councillors reviewed the Inventory of land, other assets, including buildings and office equipment Clerk to amend the following points: <ul style="list-style-type: none"> <li>• The Mayoral Chain cost £250, confirm the cost of the Town Sign, there is only one picnic bench in the park at the moment, NAS drive and routers to be included in office equipment</li> </ul>
<b>14. Resolution Action</b>	Councillors were unable to consider the confirmation of arrangements for insurance cover in respect of all insurable risks as the quote has not arrived yet. In addition, if the new buildings valuation is not in by mid-June to be included then the insurance company will make a mid-year adjustment if necessary. <ul style="list-style-type: none"> <li>• Cllr Andrew Wellman proposed, Cllr Hewer seconded and it was unanimously <b>RESOLVED</b> that a decision will need to be made once the quote is in.</li> <li>• Clerk to notify Councillors once the quote is in</li> </ul>
<b>15. Resolution Action</b>	Councillors reviewed the Council's draft Complaints and Unreasonable Complaints Policies. <ul style="list-style-type: none"> <li>• Cllr Morley-Blackwell proposed, Cllr Sanders seconded and it was unanimously <b>RESOLVED</b> to adopt both of these policies</li> <li>• Clerk to date them and add both policies on to the website</li> </ul>
<b>16.</b>	The Council's policies and procedures in respect of obligations under Freedom of Information Act and Data Protection Legislation are being dealt with by the Finance Committee.
<b>17. Resolution Action</b>	Councillors reviewed the draft Media and Press policy and discussed point 7. Cllr Andrew Wellman proposed, Cllr Hulcup seconded and it was unanimously <b>RESOLVED</b> that the wording should be amended to read "Members of the Town Council are not prevented from expressing an opinion as an individual councillor and must state this if commenting in that way" <ul style="list-style-type: none"> <li>• Clerk to update the policy and add to website</li> </ul>
<b>18.</b>	A review of the Council's employment policies is being covered by Staffing Group
<b>19.</b>	Councillors reviewed the Council's expenditure under s.137 of the Local Government Act 1972. The Clerk explained that £1,400 was spent on items not covered by a legal order to spend such as Christmas tree expenses and litter pick equipment
<b>20. Action</b>	The meeting schedule including time, date and place of ordinary meetings up to and including the Annual General Meeting 2020 was discussed in January 2019. There have been a few amendments and the schedule is being updated <ul style="list-style-type: none"> <li>• Mary to forward out the final meeting schedule and update the boards and website</li> </ul>
<b>21. 21.1 Resolution Action 21.2 21.3 Resolution 21.4 Resolution Action</b>	<b>Finance</b> <ul style="list-style-type: none"> <li>• Cllr Hewer proposed, Cllr Hulcup seconded and it was unanimously <b>RESOLVED</b> to approve the following bills for payment.</li> <li>• Clerk to process the payments</li> <li>• Councillors received the Annual Internal Audit report. There were no matters noted.</li> <li>• The Council considered The Annual Governance Statement 2018 – 2019, Section 1 of AGAR. Cllr Hulcup proposed, Cllr Hewer seconded and it was unanimously <b>RESOLVED</b> to sign the Annual Governance Statement</li> <li>• The Council considered the Accounting Statements for 2018 – 2019, Section 2 of AGAR. Cllr Hulcup proposed, Cllr Hewer seconded and it was unanimously <b>RESOLVED</b> to sign the Accounting Statement</li> <li>• Clerk to complete the AGAR paperwork for the External Auditor including all the additional paperwork requested by end of June</li> </ul>

<b>21.5</b>	<ul style="list-style-type: none"> <li>The Council considered the latest information about the Pavilion Lease and next steps. Cllr Andrew Wellman proposed, Cllr Morley-Blackwell seconded and it was unanimously <b>RESOLVED</b> that we meet with the members of the Club to explain why the Council and the Trust are not able to accept the suggested changes to the lease. The Council would like to offer their previous lease for a further one or two years.</li> </ul>
<b>Resolution</b>	
<b>Action</b>	<ul style="list-style-type: none"> <li>Clerk to arrange a meeting to explain the options</li> </ul>
<b>21.6</b>	<ul style="list-style-type: none"> <li>Councillors considered terminating the contract for website services and bringing the work back in house. The current supplier was a short-term solution and the work can now be done by the Administration Assistant. This will be an additional 4 hours work a month and will be taken on at the end of June.</li> </ul>
<b>Resolution</b>	<ul style="list-style-type: none"> <li>Cllr Sanders proposed, Cllr Hewer seconded and it was unanimously <b>RESOLVED</b> to implement this change</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>Administration Assistant to be trained until end of June</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>Clerk to inform Payroll</li> </ul>
<b>22.</b>	<b>Planning</b> There were no urgent planning matters notified after the publication of the Agenda
	<b>Matters for Information</b>
<b>23.</b>	The draft minutes from Finance meeting on 2 <sup>nd</sup> April are available
<b>24.</b>	The draft minutes from Annual Town Meeting on April 24 <sup>th</sup> are available
<b>25.</b>	The draft minutes from the Extraordinary Meeting on April 24 <sup>th</sup> are available
<b>26.</b>	There were no additional items for future meetings
<b>27.</b>	Date and time of next meeting, Wednesday 19 <sup>th</sup> June at 7pm The Westwoods Centre

There being no further business the meeting closed at 9.10 pm

#### Details of financial transactions: Regular payments made (pre-approved): Up to 9<sup>th</sup> May 2019

Payee	Service	Method	Amount	Cost centre	Authority
Total Salaries	Salaries, pensions, PAYE and NIC for Clerk, Administration Assistant and Supervisor for March / April	SO / BACS / DD	£5,866.57	TC / 02	LGA 1972 s.112
Zen Internet	Broadband	DD	£32.40	TC /05	LGA 1972 s.133
Pauline Rigby	Website	SO	£50	TC / 13	LGA 1972 s.142
Grundon	Waste collection	DD	£65.62	WW / 32	LG(MP)A 1976 s.19
Thames Water	Water for Westwoods	DD	£14.00	WW / 48	LG(MP)A 1976 s.19

#### Payments authorised between meetings (max £500 per item):

Supplier	Service	Invoice	Amount	Cost centre	Authority
Amazon	Water testing thermometers	7555	£11.98	WW / 32	LG(MP)A 1976 s.19
Inspire Insurance	Zip wire addition	37078030	£51.96	TC / 7	LGA 1972s.111
Amanda King	Westwoods Cleaning	130307	£225.00	WW /32	LG(MP)A 1976 s.19
Adams Planters	Tubs for Westwoods	0559486	£109.00	WW / 34	LG(MP)A 1976 s.19
Catriona Crompton	Laptop cable	5923	£19.99	TC / 49	LGA 1972 s.111
Vicki Hewer	Bedding plants	Tesco	£15.00	TC / 60	LGA1972 s.137

#### Payments to be authorised

Supplier	Service	Invoice	Amount	Cost centre	Authority
McCracken & Son	Grass Contractors for Cemetery, playing fields and Highways March	Inv. 8914	£1,119.40	TC / 60	HA 1980 s.9, PHAA 1907 s.76 & LGA 1972 s.214
McCracken & Son	Grass Contractors for Cemetery, playing fields and Highways April	Inv. 8958	£1,257.60	TC / 60	HA 1980 s.9, PHAA 1907 s.76 & LGA 1972 s.214
Westwoods Centre	March Hall Hire	10/2778	£63.00	TC / 12	LGA 1976 s.19
Westwoods Centre	April Hall Hire	10/2795	£105.00	TC / 12	LGA 1976 s.19
Mrs Maxwell	Exercise Class (March)	186	£21.00	TC / 75	LGA 1976 s.19

Mrs Maxwell	Exercise Class (April)	191	£49.00	TC / 75	LGA 1976 s.19
Kathy Chesters	Exercise class cover	03	£21.00	TC / 75	LGA 1976 s.19
Cellar Supplies	Bar stock	318884	£435.90	WW / 29	LG(MP)A 1976 s.19
Viking Direct	Office supplies	182244	£53.69	TC / 5	LGA 1972 s.111
Viking Direct	Office Supplies (audit)	124685	£37.48	TC / 5	LGA 1972 s.111
Catriona Crompton	Refreshments for 26 <sup>th</sup> April	Co - op	£6.90	TC / 11	LGA 1972 s.111
David Payne Electrics	Churchyard lamps	4218	£57.60	TC / 63	LGA 1972 s.215
Gary Evans	Westwoods windows	April	£20.00	WW / 32	LG(MP)A 1976 s.19