



NORTHLEACH WITH EASTINGTON TOWN COUNCIL

The Westwoods Centre, Bassett Road, Northleach, GL54 3QJ
Tel: 01451 861499, Email: clerk@northleach.gov.uk

All Members of the Council are hereby summoned to attend the
MEETING of NORTHLEACH WITH EASTINGTON TOWN COUNCIL

On Wednesday 25th March 2020 at 7.00 pm

for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Members of the public are also invited to attend.

Dated this day 19th March 2020 and signed by Mrs C. Crompton, Clerk to Northleach with Eastington Town Council

AGENDA

1.	To receive apologies for absence	Verbal
2.	To receive Councillor's declarations of interests.	Verbal
	PUBLIC PARTICIPATION	Verbal
	Though the public is welcome to attend, there will be no public forum. Whilst it is good practice to include a public forum prior to the start of any council meeting, there is no legislative requirement to hold it. As such, until the UK is declared free of COVID-19, a public forum will not be held at any Northleach with Eastington Town Council meeting. Please contact the Clerk directly if you have items to raise using the contact details above	
	MATTERS FOR DECISION	
3.	To confirm the minutes of the Town Council Meeting held on 26 th February 2020. (Taken as read).	Attached
4.	To confirm the minutes of the Extraordinary Meeting on 18 th March 2020 (Taken as read).	Attached
5.	To receive the Action Point Updates from the 26 th February and 18 th March 2020 (Taken as read).	Attached
6.	Financial Decisions:	
6.1	• To receive details of the bank balances on 19 th March 2020	Additional Page 2 Attached
6.2	• To record bills paid since the last meeting and approve the following bills for payment	
6.3	• Agree to adopt Financial Risk Document approved by Finance and Funds Committee in October 2019 (Taken as read).	
6.4	• Note donation of £1,661 from Cotswold Fosseway Lions towards purchase and installation of Defib 4 in the Market Place	Verbal
6.5	• Consider annual membership of GAPTC at a cost of £497.34 for 2020 / 2021	Verbal
7.	Governance and Policy	
7.1	• Consider adopting a Business Continuity Plan and emergency scheme of delegating responsibilities in the wake of the Coronavirus pandemic	Attached
7.2	• Consider that the Council delegates responsibility to the Clerk in consultation with the Chairman and two councillors to investigate and approve virtual meeting tools	Verbal
7.3	• Consider that the Council allocates funds from General Reserves into a 'Community Resilience Contingency Fund' to support community organisations who need financial assistance to deliver support to the community during the Coronavirus outbreak.	Additional
8.	Planning and tree work:	
8.1	• To discuss any urgent planning applications since the publication of the Agenda.	Verbal
9.	Project Work	
9.1	• Agree contractor for the tree survey	To follow Attached Additional
9.2	• Consider tree planting programme proposed for Town Council land	
9.3	• Consider request for letter of support from Town Council to Plunkett Foundation	
	MATTERS FOR INFORMATION	
10.	Date & time of next meeting – To be arranged in line with Government guidance	Verbal

Details of financial transactions: Regular payments made (pre-approved): from 13th February to 18th March 2020

Payee	Service	Method	Total Amount	Cost centre	Authority
Total Salaries	Salaries, pensions, PAYE and NIC for all staff	SO, and BACS	£4,021.99	TC / 02	LGA 1972 s.112
Zen Internet	Broadband	DD	£32.40	TC / 05	LGA 1972 s.133
Grundon	Waste collection	DD	£72.65	WW / 32	LG(MP)A 1976 s.19
Thames Water	Water for Westwoods	DD	£23.00	WW / 48	LG(MP)A 1976 s.19
Google	Google Cloud G Suite	DD	£4.60	TC / 72	LGA 1972 s.133
Guru	Shared Hosting	DD	£5.99	TC / 72	LGA 1972 s.133

Payments authorised between meetings (max £500 per item) or to avoid late payment fees:

Supplier	Service	Invoice	Amount	Centre	Authority
Tesco	Christmas Tree expenses	041219	£18.00	TC / 62	LG (MP) A 1976 s.19
Mary Cassidy	Mileage for course	170320	£39.60	TC / 9	LGA 1972 s.111
ESET Security	Internet Security	DC	£25.00	TC / 72	LGA 1972 s.133
Bibury Landscaping	Remove Christmas tree	S102	£84.00	TC / 62	LG (MP) A 1976 s.19
Guru	Shared Hosting (Dec)	Dec	£4.25	TC / 72	LGA 1972 s.133
Post Office	Faulty Defib light return	Dec	£3.00	TC / 5	PHA 1936 s.234

Payments to be authorised:

Cat Crompton	Home printing costs (March 2019 – March 2020)	March 2020	£101	TC / 5	LGA 1972 s.111
Bridget Bowen	Internal Audit 2/3 visit	00118	£250.00	TC / 8	LGA 1972 s.111
Sweetfuels	Oil for Westwoods	1235749	£1,174.81	WW / 48	LG (MP) A 1976 s.19
Tim Dyson	Handyman work	Dec, Jan & Feb	£103.12	TC / 62	PHA 1875 s.164
Westwood Centre	Hall hire (January)	10/2976	£84.00	TC / 12	LGA 1976 s. 19
A & E Fire and Security	Annual Tests	404038	£248.87	WW/ 31	LG (MP) A 1976 s.19
McCracken	Grounds Maintenance Feb	9398	£1,257.60	TC / 60	HA 1980 s.9, PHAA 1907 s.76 & LGA 1972
GAPTC Membership	Annual Subscription	2020 - 2021	£497.34	TC / 6	LGA1972 s.142
Kathy Chesters	Exercise Class	February	£42.00	TC / 75	LGA 1976 s.19
Scribe Accounting	Renewal plus multi user access	0984	£693.00	TC / 72	LGA 1972 s.111
Spot On Supplies	Cleaning supplies	12062478	£33.16	WW / 32	LG(MP)A1976 s.19
Spot On Supplies	Cleaning supplies	12061571	£96.28	WW / 32	LG(MP)A1976 s.19
Gary Evans	Window Cleaning	099	£20.00	WW / 32	LG(MP)A1976 s.19
David Payne	Fire alarm cable	4727	£54.00	WW / 79	LGA 1892 s.8 (1)
Cellar Supplies	Bar stock	333256	£170.84	WW / 29	LG (MP) A 1976 s.19
Travis Perkins	Gravel for path x 2	3260 ARC377 3260 ARC346	£2.95 + £2.95	TC / 62	PHA 1875 s.164