



# 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 20<sup>th</sup> May 2020 at 7.00 pm** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

**The meeting will be held remotely via Zoom. Joining instructions will be sent to Councillors and posted on the Town website [www.northleach.gov.uk](http://www.northleach.gov.uk) before the meeting.**

**Members of the public are also invited to attend.**

Dated this day 12<sup>th</sup> May 2020 and signed by Mrs C. Crompton, Clerk to Northleach with Eastington Town Council

## AGENDA

1.	To receive apologies for absence	<b>Verbal</b>
2.	To receive Councillor's declarations of interests.	<b>Verbal</b>
3.	<p style="text-align: center;"><b>Public participation</b></p> <p>To receive questions from members of the public relating to items on the Agenda, in accordance with the Council's standing orders. Due to the coronavirus outbreak, the council will be meeting online. Members of the public may submit questions in advance to the Clerk on email to <a href="mailto:clerk@northleach.gov.uk">clerk@northleach.gov.uk</a> by the end of Tuesday 19<sup>th</sup> May</p>	<b>Verbal</b>
<b>MATTERS FOR DECISION</b>		
4.	To confirm the minutes of the Town Council Meeting held on 26 <sup>th</sup> February 2020. (Taken as read).	<b>Attached</b>
5.	To confirm the minutes of the Extraordinary Meeting on 18 <sup>th</sup> March 2020 (Taken as read).	<b>Attached</b>
6.	To receive the Action Point Updates from the 26 <sup>th</sup> February and 18 <sup>th</sup> March 2020 (Taken as read).	<b>Attached</b>
7.	<p><b>Financial Decisions:</b></p> <ul style="list-style-type: none"> <li>7.1 • To receive details of the bank balances on 11<sup>th</sup> May 2020 and note that the first part of the Precept has been received</li> <li>7.2 • To record bills paid since the last meeting and approve the following bill for payment</li> <li>7.3 • Review and approve the Assets Register</li> <li>7.4 • Receive and note the Annual Internal Audit report for 2019 – 2020</li> <li>7.5 • Consider and sign The Annual Governance Statement 2019 – 2020, Section 1 of AGAR</li> <li>7.6 • Consider and sign Accounting Statements for 2019 – 2020, Section 2 of AGAR</li> </ul>	<p><b>Additional</b></p> <p><b>Page 2</b> <b>Attached</b> <b>Attached</b> <b>Attached</b> <b>Attached</b></p>
8.	<p><b>Governance and Policy</b></p> <ul style="list-style-type: none"> <li>8.1 • 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.</li> </ul>	<b>Additional</b>
<b>MATTERS FOR INFORMATION</b>		
9.	<b>Note the draft minutes of the remote Finance Committee meeting on 5<sup>th</sup> May (taken as read)</b>	<b>Attached</b>
10.	<b>Date &amp; time of next meeting</b> – To be arranged in line with Government guidance	<b>Verbal</b>

**Details of financial transactions: Regular payments made (pre-approved): from 13<sup>th</sup> February to 11<sup>th</sup> May 2020**

Payee	Service	Method	Total Amount	Cost centre	Authority
Total Salaries	Salaries, pensions, PAYE and NIC for all staff for February	SO, and BACS	£3,830.90	TC / 02	LGA 1972 s.112
Total Salaries	Salaries, pensions, PAYE and NIC for all staff for March	SO, and BACS	£4,021.39	TC / 02	LGA 1972 s.112
Total Salaries	Salaries, pensions, PAYE and NIC for all staff for April	SO, and BACS	£5,075.90	TC / 02	LGA 1972 s.112
Zen Internet	Broadband x 3	DD	£32.40	TC / 05	LGA 1972 s.133
Grundon	Waste collection x 2	DD	£72.65 & £71.16	WW / 32	LG(MP)A 1976 s.19
Thames Water	Water for Westwoods Centre x 3	DD	£23.00	WW / 48	LG(MP)A 1976 s.19
Google	Google Cloud G Suite x 3	DD	£4.60	TC / 72	LGA 1972 s.133
Guru	Shared Hosting annual	DD	£59.88	TC / 72	LGA 1972 s.133

**Payments authorised between meetings (max £500 per item) or to avoid late payment fees. In light of Covid 19 these bills were authorised as per the Town Council's Financial Regulations section 5.5**

Supplier	Service	Invoice	Amount	Centre	Authority
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
Came and Company	Annual Insurance	Ecclesiastical 1yr	£3,332.62	TC / 7	LGA 1972 s.111
Community Heartbeat	Pads for Fire Station defib	5856	£21.60	TC / 76	PHA 1936 s.234
Glos Playing Field Ass	Annual Membership	Annual	£50.00	TC / 6	LGA 1972 s.142
Bridget Bowen	Final Audit Work April 2020	127	£50.00	TC / 8	LGA 1972 s.111
Cloud Next	Domain renewal	140910	£108.00	TC / 72	LGA 1972 s.133
Mrs G Mustoe	Refund	Covid 19	£800.00	WW / 28	LG (MP) A 1976 s.19
Dishwashers Direct	Bar repair	11497	£139.20	WW / 31	LG (MP) A 1976 s.19
Dishwashers Direct	Kitchen machine service	11496	£168.48	WW / 31	LG (PM) A 1976 s.19
Forest of Dean	Lone worker alarm & pendant	2043859X	£244.26	TC / 80	LGA 1972 s.111

**Payments to be authorised:**

McCracken	Grounds Maintenance April	9490	£1,347.60	TC / 60	HA 1980 s.9, PHAA 1907 s.76 & LGA 1972
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