

## Northleach with Eastington Town Council

### MINUTES OF THE TOWN COUNCIL MEETING

Held on Wednesday 20<sup>th</sup> May 2020 at 7pm. The meeting was held remotely via Zoom.

**PRESENT:** Cllr Rob Platts (Chair), Cllr Hulcup, Cllr Andrew Wellman, Cllr Rigby, Cllr Brady, Cllr Sanders, Cllr Abbotts, Mrs Cat Crompton (Clerk) and Cllr Hodgkinson (joined at 7.15pm). There were no members of the public present

1.	Apologies were received from Cllr Lerner, Cllr Alan Wellman, Cllr Morley-Blackwell and Cllr Dale. Cllr Platts acknowledged the sad passing of Cllr Vicki Hewer in April. It was suggested that something appropriate is organised in the future to recognise her work in the community
2.	No interests were declared
<b>PUBLIC PARTICIPATION</b>	
3.	3.1 There were no public questions
3.2	Cllr Hodgkinson gave a report on the current situation with the Covid-19 virus in Gloucestershire:
3.2.1	<ul style="list-style-type: none"><li>The death toll has reached 500 and this is mainly in care homes. The County Council has been given the task of testing all 60,000 care home residents and staff by the 6<sup>th</sup> June.</li></ul>
3.2.2	<ul style="list-style-type: none"><li>Some school children are expected to return to school on the 1<sup>st</sup> June but there are medical and practical challenges that need to be reviewed first.</li></ul>
3.2.3	<ul style="list-style-type: none"><li>The roads are very quiet and at first were down to 30% of normal volumes. This has risen in the last few weeks to 60%.</li></ul>
3.2.4	<ul style="list-style-type: none"><li>The Old A40 project is ongoing and is expected to re-open in the Autumn. Access is not allowed but people are still accessing it on foot.</li></ul>
3.2.5	<ul style="list-style-type: none"><li>Across the County, people's responses to the current situation has been incredible. On a local level, volunteer groups have stepped up and centrally the Glos Help Hub has assisted over 9,000 residents. Many County Council staff have been re-deployed to support communities at this time.</li></ul>
3.2.6	<ul style="list-style-type: none"><li>Fossecross Recycling re-opened last week and the booking system seems to be going well now.</li></ul>
3.2.7	<ul style="list-style-type: none"><li>The speed of traffic coming down the hill towards East End has been an issue for a while and the long awaited speed strips will be in place once current restrictions are lifted</li></ul>
<b>MATTERS FOR DECISION</b>	
4.	Cllr Brady proposed, Cllr Rigby seconded and it was unanimously <b>RESOLVED</b> to confirm the minutes of the Town Council Meeting held on 26 <sup>th</sup> February 2020 as a true and accurate reflection of the meeting.
<b>Resolution</b>	
<b>Action</b>	<ul style="list-style-type: none"><li>Clerk to print off a final copy and leave it in the Handover pack for signing</li></ul>
5.	Cllr Brady proposed, Cllr Andrew Wellman seconded and it was <b>RESOLVED</b> by those who attended the meeting to confirm the minutes of the Extraordinary Meeting on 18 <sup>th</sup> March 2020 as a true and accurate reflection of the meeting.
<b>Resolution</b>	
<b>Action</b>	<ul style="list-style-type: none"><li>Clerk to print off a final copy and leave it in the Handover pack for signing</li></ul>
6.	The Action Point Updates from the 26 <sup>th</sup> February and 18 <sup>th</sup> March 2020 were reviewed. Many items are now deferred due to Covid-19 and will be picked up on future agendas
<b>Action</b>	<ul style="list-style-type: none"><li>Clerk has listed these items on the Handover for future agendas</li></ul>
7.	Financial Decisions:
7.1	<ul style="list-style-type: none"><li>The Councillors received details of the bank balances from 11<sup>th</sup> May 2020 and noted that the first part of the Precept has been received</li></ul>
7.2	<ul style="list-style-type: none"><li>Clerk asked that two further bills were added to the list to be approved. One is for allotment fuel and the other a grant already approved by the Finance Committee.</li></ul>
7.3	<ul style="list-style-type: none"><li>Cllr Andrew Wellman proposed, Cllr Abbotts seconded and it was unanimously <b>RESOLVED</b> to record the bills paid since the last meeting and approve the following bills listed for authorisation. It was noted that two other bills for Pavilion oil and play area inspections are to be paid and added to the next relevant agendas.</li></ul>
<b>Resolution</b>	
7.4	<ul style="list-style-type: none"><li>The Councillors reviewed the Assets Register. Cllr Brady proposed, Cllr Rigby seconded and it was unanimously <b>RESOLVED</b> to approve the Assets Register for 2020 - 2021</li></ul>
<b>Resolution</b>	
7.5	<ul style="list-style-type: none"><li>The Councillor reviewed the Internal Audit report. Cllr Abbotts proposed, Cllr Brady seconded and it was unanimously <b>RESOLVED</b> to accept the Annual Internal Audit report</li></ul>
<b>Resolution</b>	

<b>7.6 Resolution</b>	for 2019 – 2020	<ul style="list-style-type: none"> <li>The Councillors considered the Annual Governance Statement. Cllr Brady proposed, Cllr Hulcup seconded and it was unanimously <b>RESOLVED</b> to sign The Annual Governance Statement 2019 – 2020, Section 1 of AGAR</li> </ul>
<b>Action</b>		<ul style="list-style-type: none"> <li>Clerk to print off a final copy and leave it in the Handover pack to be signed by Chaiman Cllr Platts</li> </ul>
<b>7.7 Resolution</b>		<ul style="list-style-type: none"> <li>The Councillors considered the Accounting Statements, Cllr Andrew Wellman proposed, Cllr Rigby seconded and it was unanimously <b>RESOLVED</b> to sign the Accounting Statements for 2019 – 2020, Section 2 of AGAR</li> </ul>
<b>Action</b>		<ul style="list-style-type: none"> <li>Clerk to print off a final copy and leave it in the Handover pack to be signed by Chaiman Cllr Platts</li> </ul>
<b>8.</b>	Governance and Policy	
<b>8.1</b>		<ul style="list-style-type: none"> <li>The Councillors discussed the excellent response to the current situation from local residents. They considered allocating 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>8.2</b>		<ul style="list-style-type: none"> <li>The Northleach Covid Group has supported a number of residents so far and the Council fully supports their efforts. Cllr Andrew Wellman proposed, Cllr Sanders seconded and it was unanimously <b>RESOLVED</b> to give a grant of £500 to the Northleach Covid Group in the first instance and continue to support them in the future.</li> </ul>
<b>Resolution</b>		
<b>Action</b>		<ul style="list-style-type: none"> <li>Clerk to raise the payment immediately</li> </ul>
<b>Action</b>		<ul style="list-style-type: none"> <li>Cllr Platts to communicate with the group and be the ongoing contact</li> </ul>
	<b>MATTERS FOR INFORMATION</b>	
<b>9.</b>	The Council noted the draft minutes of the remote Finance Committee meeting on 5 <sup>th</sup> May	
<b>10.</b>	Date & time of next meeting – Wednesday 17 <sup>th</sup> June at 7pm to be arranged in line with Government guidance at the time. (Please note that the KGV Meeting has moved to Wednesday 24 <sup>th</sup> June)	

There being no further business the meeting closed at 7.55 pm

**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
			<b>Subtotal</b> <b>£13,191.88</b>		

**Payments authorised between meetings (up to £500) or to avoid late payment costs**

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
			<b>Subtotal £9,746.05</b>		

### Payments to be authorised

McCracken	Grounds Maintenance April	9490	£1,347.60	TC / 60	HA 1980 s.9, PHAA 1907 s.76 & LGA 1972
Alby Belcher	Allotment fuel for mowing	Tesco	£6.04	TC / 64	PHA 1875 s.164
Zeta Printing	Grant for Walking Trial leaflet	50888	£200	TC / 12	LGA 1972 s.144
Northleach Covid Group	Grant for Covid Support	2105	£500	TC / 12	LGA 1972 s.137
			<b>Subtotal £2,053.64</b>		
			<b>Total £24,991.57</b>		