



## NORTHLEACH WITH EASTINGTON TOWN COUNCIL

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

All Members of the Council are hereby summoned to attend the  
**Ordinary Meeting of Northleach with Eastington Town Council on  
Wednesday 21 October 2020 at 7 pm.**

for the purpose of considering the business to be transacted as set out hereunder.  
Members of the public are also invited to attend.

This meeting is being held remotely via video conference in accordance with regulations made under S.78 of the Coronavirus Act 2020.

To join the meeting online, visit: <https://us02web.zoom.us/j/82409847031>

To join by phone, dial (GB) 020 3956 0042 and enter meeting ID 82409847031.

Dated this day 15 October 2020  
Ms Pauline Rigby, Town Clerk

### AGENDA

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| 1. To receive apologies for absence.   |
| 2. To receive any declarations of interest   |
| PUBLIC PARTICIPATION   |
| 3. To receive County and District Council reports  |
| 4. Public Questions: <i>In accordance with Standing Orders, the period designated for public participation shall not exceed 3 minutes per person and 20 minutes overall unless otherwise directed by the Chairman.</i> |
| MATTERS FOR DECISION   |
| 5. To confirm the minutes of the Ordinary Meeting held on 16 <sup>th</sup> September 2020.   |
| 6. To receive the Action Point Update.   |
| 7. To consider the Town Council's response to planning application consultations ( <a href="#">schedule appended</a> ) and any applications received since publication of the agenda.                                  |
| 8. To consider a proposal from Cllr Platts to start the process for implementing a town-wide Traffic Regulation Order (separate report.)   |

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| <p>9. Councillor vacancies:</p> <p>a. To note that a vacancy has arisen due a member's failure complete the declaration of office in the required timeframe.</p> <p>b. To consider co-option to fill existing vacancies on the council.</p>          |
| <p>10. Finance:</p> <p>a. To receive the bank reconciliation.</p> <p>b. To note the year to date budget report.</p> <p>c. To record bills paid and instruct payments (<a href="#">schedule appended</a>).</p>  |
| <p>11. Conclusion of Audit: To receive the External Auditor Report and Certificate for the financial year ending 31 March 2020, and consider the recommendations therein (separate report).</p>  |
| <p>12. To review and agree upon a new committee structure (Report to follow).</p>  |
| <p>13. To review the covid risk assessment and confirm the re-opening the Westwoods Community Centre (<a href="#">documents</a>).</p>  |
| <p>14. To review the Westwoods Terms and Conditions of Hire (separate report)</p>  |
| <p>15. Projects and Events:</p> <p>a. Remembrance 2020: To consider a donation to RBL for a poppy wreath.</p> <p>b. To confirm postponement of the Children's Christmas Show to 2021.</p>  |
| <p>16. To consider making a grant application to the 'Caring for the Cotswolds' scheme to support the meadow management and/or Green Ring.</p>   |
| <p>17. To note that the phone contract is due for renewal and agree the next steps.</p>  |
| <p>18. To consider signing a six-month 'Tenancy at Will' with Cotswold Friends for Men in Sheds to formalise occupation of the site while the lease is drafted (draft available).</p>  |
| <p>MATTERS FOR INFORMATION</p>   |
| <p>19. To receive the draft Minutes of the Finance Committee meeting on 6<sup>th</sup> October 2020 and note that the committee has called for a strategy meeting on 28 October to launch the budget setting process (<a href="#">appended</a>).</p> |
| <p>20. To receive the Biannual Asset Inspection Report (separate report).</p>  |
| <p>21. To receive a report from Cllr Ogden on Cotswold District Council's Climate Action event on 10<sup>th</sup> October (separate report).</p>   |
| <p>22. To receive items for future meetings</p>  |
| <p>23. To confirm date and time of next meeting: Wednesday 18<sup>th</sup> November 2020.</p>  |

## Payments schedule October 2020

### Regular payments

| Date   | Supplier           | Service                   | Method | Amount            | Authority     |
|--------|--------------------|---------------------------|--------|-------------------|---------------|
| 21-Sep | Zen Internet       | Broadband                 | DD     | £ 32.40           | LGA 1972 s111 |
| 08-Oct | Google Ireland     | Gsuite subscription       | DD     | £ 4.60            | LGA 1972 s111 |
| 09-Oct | Thames Water       | Water @ Westwoods         | DD     | £ 23.00           | LGA 1972 s133 |
| 14-Oct | Mainstream Digital | Call charges              | DD     | £ 0.60            | LGA 1972 s111 |
| 18-Oct | Southern Electric  | Electricity @ Westwoods † | DD     | £ 813.86          | LGA 1972 s133 |
| 20-Oct | Grundon            | Commercial Waste          | DD     | £ 70.79           | LGA 1972 s133 |
| 28-Oct | Staff costs        | October salaries, pension | SO     | £ 1,995.20        | LGA 1972 s112 |
|        | <b>Subtotal</b>    |                           |        | <b>£ 2,940.45</b> |               |

† Based on an estimated meter reading, new invoice requested.

### Invoices

| Date   | Supplier        | Service                       | Method * | Amount            | Authority     |
|--------|-----------------|-------------------------------|----------|-------------------|---------------|
| 21-Aug | Tim Dyson       | Handyman May - Sept           | BACS     | £ 375.00          | OSA 1906 s10  |
| 11-Sep | Amazon UK       | Sanitising wipes              | BACS     | £ 24.99           | HSWA 1974     |
| 11-Sep | Amazon UK       | Wipes holder                  | BACS     | £ 12.99           | HSWA 1974     |
| 11-Sep | Amazon UK       | Home printer                  | BACS     | £ 79.99           | LGA 1972 s111 |
| 14-Sep | Viking          | Laminator, face masks         | BACS     | £ 152.95          | LGA 1972 s111 |
| 30-Sep | SLCC            | National Conference           | BACS     | £ 30.00           | LGA 1972 s111 |
| 30-Sep | Amanda King     | Westwoods Cleaning            | BACS     | £ 128.00          | LGA 1972 s133 |
| 30-Sep | McCracken & Son | Grounds maintenance           |          | £ 1,345.20        | OSA 1906 s10  |
| 12-Oct | Viking          | Disposable gloves             |          | £ 31.57           | LGA 1972 s111 |
| 12-Oct | Viking          | Stamps, printer ink           |          | £ 24.97           | LGA 1972 s111 |
| 14-Oct | Solopress       | Hand sanitiser dispensers x 3 | BACS     | £ 148.26          | HSWA 1974     |
| 14-Oct | Alphagraphics   | Social distancing graphics    | BACS     | £ 36.18           | HSWA 1974     |
| 14-Oct | Glasdon         | 2 x pedal bins                |          | £ 180.60          | HSWA 1974     |
| 14-Oct | Zoom.us         | One-month subscription        | Clerk    | £ 9.59            | LGA 1972 s111 |
| 15-Oct | PKF Littlejohn  | External audit                |          | £ 480.00          | AAR 2015      |
|        | <b>Subtotal</b> |                               |          | <b>£ 3,060.11</b> |               |

**TOTAL PAYMENTS**

**£ 6,000.56**

\* Payment method shown where payment has been made.

## Planning application consultations

| Application                     | Property   | Details   | Deadline          |
|---------------------------------|--|---|-------------------|
| <a href="#">20/03318/TCONR</a>  | Providence House<br>High Street, Northleach<br>Cheltenham GL54 3EU     | 2 approx 12' Sycamore Trees hard by the boundary wall, now affecting the stability of the wall. To be felled  | 13 October 2020   |
| <a href="#">20/02738/FUL</a>    | Beeches 7 Rixon Road<br>Northleach<br>Cheltenham GL54 3BG              | Proposed verandah to rear   | 14 October        |
| <a href="#">20/03335/FUL</a>    | Upper End Farm<br>Eastington<br>Cheltenham GL54 3PJ                    | Proposed Conversion of Upper End Barn to a Single Dwelling  | 22 October        |
| <a href="#">20/03495/TPO</a>    | 19 Fallows Road<br>Northleach<br>Cheltenham GL54 3QQ                   | Prune Beech trees as detailed in submitted report   | 28 October        |
| <a href="#">20/02899/LBC</a>    | Cotteswold House<br>Market Place Northleach<br>Cheltenham GL54 3EG     | Turn existing rear ground floor window into a door, and re-open blocked-up rear first floor window  | 29 October        |
| <a href="#">20/03136/NOTDEM</a> | Cotteswold House<br>Market Place Northleach<br>Cheltenham GL54 3EG     | Demolish existing outbuilding   | 29 October        |
| <a href="#">20/03247/FUL</a>    | 6 Farmington Road<br>Northleach Cheltenham<br>Gloucestershire GL54 3JA | Proposed rear extension   | 5 November        |
| <a href="#">20/03691/TCONR</a>  | 2 Old Manor Cottages<br>East End Northleach<br>Cheltenham GL54 3EU     | 1 - Yew tree behind house - to raise the canopy above outbuildings and from neighbours garden.<br>2 - Cherry tree at bottom of garden - to re-shape, remove dead branches | Not yet available |

# **NORTHLEACH WITH EASTINGTON TOWN COUNCIL**

## **DRAFT Minutes of the Ordinary Meeting of the Town Council**

Held remotely via video conference on 16 September 2020, 7pm.

**Present:** Cllr Rob Platts (Chairman), Cllrs Steve Abbots (from item 3), Brian Hulcup (from item 4), Terry Morley-Blackwell, Andrew Wellman and Mark Ogden.

**In Attendance:** County Councillor Paul Hodgkinson, District Councillor Tony Dale and Ms Pauline Rigby (Clerk/RFO).

### **1. Apologies for Absence.**

Apologies were received from Cllr Caroline Brady.

Absent without apologies, Connor Williamson and Alan Wellman.

### **2. Declarations of Interest:**

Cllr Platts declared an interest in item 19, the Men in Sheds lease, because he is an employee of Cotswold Friends.

### **3. County and District Council Reports**

Councillor Tony Dale reported that he had attended a busy cabinet meeting last week. A key item of business was the Medium-Term Financial Plan, which has been adversely affected by lost income due to covid pandemic, primarily from parking but also business rates and leisure centres. Officers have done an amazing job to minimise the impact, resulting in a net variation across the term of the plan of less than £0.5M. New car parking is coming on stream at Cirencester Rugby Club shortly. Also central to the recovery is the investment strategy, which could be used to support affordable social home investment. The Cotswolds has won VisitEngland funding to enhance the visibility of the area to visitors.

The Government is expected to issue a White Paper about unitary authorities. Cllr Dale expressed his personal view that devolution is not going to be optional, the question is what kind of unitary authority we will end up with. Devolution promises more cohesive services and it would benefit everyone to keep abreast of the proposals and take part in the consultation. He will be holding a surgery on 1<sup>st</sup> October if anyone has questions.

Councillor Paul Hodgkinson reported that coronavirus cases are still low in Gloucestershire compared to the rest of England. Of local interest, repairs to the Old A40 are nearly complete and the road is on track to be opened in the autumn. There are repeated complaints about footpath towards the A40 from East End and they are intending to go back and clear it. The Local Highways Manager been in touch with residents about Cooks Court where some work was proposed. Cllr Hodgkinson has launched a campaign around road signage and is asking residents to send photos of signage that is obscured by vegetation, dirty or otherwise needs attention. In Bourton on the Water a new Traffic Regulation Order (TRO) to change the parking arrangements has come to fruition after 3 years. If there are road issues around Northleach that need to be fixed, then it could be done. The key is to group all the changes together because TROs take time and money to implement.

### **4. Public Question Time.**

There were no members of the public in attendance.

Cllrs Abbots and Hulcup had been admitted to the meeting by this time.

## 5. Minutes of Previous Meetings

It was RESOLVED to confirm the minutes of the Ordinary Meeting of the Town Council held on 19th August 2020 as a true and accurate record, subject to an amendment to remove duplication in reporting the vacancies. The minutes will be signed as soon as practicable.

## 6. Action Point Update

Council received the Action Point Update from 19th August 2020 (taken as read).

## 7. Planning Matters

There were no planning application consultations to consider. Cllr Dale reported that the district council is looking to provide training between now and Christmas on how to respond to planning applications. Cllrs Abbots and Hulcup expressed an interest in attending.

Councillors have received information on proposed changes to the planning system, which are being consulted upon nationally by NALC (National Association of Local Councils). Cllr Dale explained that the proposals do not directly impact Northleach, which is likely to retain the same planning controls as today, but it could force high numbers of new homes to be built on areas outside the Cotswolds National Landscape.

## 8. Finance

- a. Council received details of bank balances of £116,451.36 in total on 30 August 2020.
- b. It was RESOLVED to approve bills paid and instruct payments totalling £4,887.81, according to the schedule appended.
- c. Council received an update from the Town Clerk on the Council's banking arrangements. The mandate has been refreshed and two new full power signatories created, bringing the total to four, but only one councillor is able to approve online payments. It was RESOLVED to authorise Cllrs Abbots, Platts and Andrew Wellman to apply for internet banking access.
- d. It was RESOLVED to authorise the Town Clerk to apply for a Lloyds bank debit card.

## 9. Governance

- a. Members received an update on councillor vacancies. There are still two vacancies and we expect to hear soon whether the council can co-opt to fill the second.
- b. It was RESOLVED to approve training for recently co-opted councillors at a cost of £50 per person for two webinars on the topic of 'Being a Better Councillor' delivered by GAPTC.
- c. Members discussed the committee structure and rationale for change. Questions were raised about delegated authority for expenditure and non-councillor members of committees. Discussions are ongoing and proposals will be brought to the next meeting.
- d. It was RESOLVED to appoint Cllrs Abbots and Ogden to the Finance, Funding and Grants Committee, which is due to meet on 6 October 2020.
- e. It was RESOLVED to adopt an addendum to Standing Orders in respect of remote meetings.

## 10. Policy & Administration

- a. The Internal Auditor recommended that the Town Council provide email addresses for members rather than conducting business via personal accounts. It was RESOLVED to provide council email addresses on the northleach.gov.uk domain with Microsoft Office 365 at a cost of £3 per email address per month.

- b. It was RESOLVED to adopt a councillor privacy notice to outline how councillors are expected to process personal data. The Town Clerk explained that the notice would be published online so that councillors could link it to in their council email signatures.
- c. There is a new legal requirement to make council websites easier to use. The deadline for compliance with the Public Sector Bodies (Website and Mobile applications) Accessibility Regulations 2018 is 23 September 2020. The Town Clerk has carried out a self-assessment audit of the Town Council's website and drafted an accessibility statement as detailed in the report. It was RESOLVED to approve and publish the accessibility statement on the website.
- d. It was agreed to defer the consideration of HR software and advice services in order to research the topic more thoroughly and allow more quotes to be obtained.

## 11. Westwoods Community Centre

Members reviewed the plan to re-open the Westwoods Community Centre. A Covid Risk Assessment has been carried out and the control measures implemented allowing the building to reopen as a workplace. The next step is to assess activities in the context of Government coronavirus regulations and guidance to understand which bookings can be taken and how the venue can be managed safely. The Town Clerk has met with a local health and safety professional and identified various costs arising including hand sanitiser dispensers and additional cleaning. The community centre will be able to re-open when the risk assessment has been completed and the control measures implemented. Councillors expressed concerns about the potential cost of cleaning and said costs must be monitored closely. It was RESOLVED to authorise the Town Clerk to spend up to £1,000 on control measures such as signage, hand sanitiser and cleaning, as per the list presented.

## 12. Projects

- a. **Playground:** A quotation to mend playground wetpour surface was reviewed. The sunken area is not considered dangerous, but the defect is likely to get worse over time. Members felt that the playground installer should repair the defect free of charge as the playground is less than two years old. If the installer is not willing to undertake the repair at a significant discount, then it was agreed that the council will approach alternative suppliers to carry out the work.
- b. **Carbon Neutral Northleach (CNN):** Council received a report from Cllr Ogden on behalf of the group. CNN has negotiated a deal with consumer energy supplier Bulb Energy, which provides 100% renewable energy. When a Northleach resident signs up to the service, £20 is donated to CNN.
- c. **Bobby Wills Meadow:** Members discussed the approach to the management of Wills Meadow. Two residents have disputed ownership of one small area and the Council's riparian rights. Some members would prefer not to move forward until there is a full understanding of the ownership, rights and responsibilities. Other members considered the matter had already been settled and propose to move ahead with putting together a management plan for the meadow, starting with consultation process based on current state of knowledge rather than legal route which could be costly. The councillors in the Meadow Working Group and those who are working on the survey will need to coordinate. After lengthy debate it was RESOLVED to progress the management plan for Bobby Wills Meadow on the assumption that the Town Council is correct in its understanding of the land ownership. Further, members also agreed to hold an informal meeting on Wednesday 7<sup>th</sup> October 2020 at 7pm to discuss the next steps.
- d. **Action:** Cllr Platts and the Clerk to compile the background information.

## 13. Correspondence (for information only)

- a. Proposals to create new unitary authorities in Gloucestershire.

- b. Changes to Local Policing in Gloucestershire.
- c. Cotswold District Council is holding a Climate Emergency Action Planning Conference on 10<sup>th</sup> October 2020. Cllr Ogden and Peter Mills have agreed to attend on behalf of the Town Council.
- d. Cotswold Fosseway Lions is organising a community litter pick on Saturday 17<sup>th</sup> October 2020. They will meet at the Westwoods at 9:45 for 10am start.

#### 14. Items for Future Meetings

No new items were proposed.

#### 15. Date and Time of Next Meeting

The next scheduled meeting is on Wednesday 21<sup>st</sup> October 2020 at 7pm.

#### 16. Closed Session

It was RESOLVED to exclude the press and public pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business.

#### 17. Men in Sheds

Cllr Platts left the meeting for the next item and Cllr Hulcup took the chair.

Council discussed the heads of terms for the lease with Cotswold Friends for the 'Men in Sheds' modular buildings at the Westwoods Community Centre and agreed to offer:

- A two-year term, contracted out of the Landlord and Tenant Act 1954.
- Utility costs recovered as a service charge annually rather than through the rent. Cotswold Friends has indicated that they could install an electricity meter if usage is thought to be excessive.
- Access to the toilets at mutual, pre-agreed times so that the access does not impact on the safeguarding requirements of other users in the centre, such as children's clubs.

It was RESOLVED to appoint Surrey Hills Solicitors to draft the lease at an estimated cost of £1,500 ex VAT and authorise the Town Clerk to progress the lease in accordance with the agreed terms above.

Cllr Platts was invited back into the meeting.

#### 18. Staff Matters

- a. The draft volunteer agreement was detailed in the agenda pack. It was RESOLVED to adopt the volunteer agreement with the Town Clerk.
- b. Council acknowledged the 2.75% salary increase in the National Pay Agreement for staff employed on Local Government pay scales, effective from April 2020. Back pay has been processed with September's payroll. It was RESOLVED to approve the extra day of annual leave entitlement for staff with less than five years' service.
- c. It was RESOLVED to approve the Town Clerk's attendance at the Society of Local Council Clerks (SLCC) National Conference at a cost of £25 ex VAT.
- d. The Town Clerk provided an update on staff working arrangements during the pandemic and steps being taken to make the workplace Covid Secure.

There being no further business, the meeting closed at 9:55 pm.

Signature of the Chairman on approval of the minutes: \_\_\_\_\_



**Payments schedule for 16 September 2020.****Regular payments**

| <b>Date</b> | <b>Supplier</b>    | <b>Service</b>     | <b>Method</b> | <b>Amount</b>     | <b>Authority</b> |
|-------------|--------------------|--------------------|---------------|-------------------|------------------|
| 31-Jul      | Google Ireland     | Gsuite and domain  | DD            | £ 12.60           | LGA 1972 s111    |
| 31-Jul      | Mainstream Digital | Line rental        | DD            | £ 43.90           | LGA 1972 s111    |
| 31-Jul      | Grundon            | Commercial Waste   | DD            | £ 56.77           | LGA 1972 s133    |
| 21-Aug      | Zen Internet       | Broadband          | DD            | £ 32.40           | LGA 1972 s111    |
| 31-Aug      | Mainstream Digital | Call charges       | DD            | £ 1.03            | LGA 1972 s111    |
| 31-Aug      | Grundon            | Commercial Waste   | DD            | £ 43.72           | LGA 1972 s133    |
| 31-Aug      | Google Ireland     | Gsuite             | DD            | £ 4.60            | LGA 1972 s111    |
| 09-Sep      | Thames Water       | Water @ Westwoods  | DD            | £ 23.00           | LGA 1972 s133    |
| 28-Sep      | Staff costs        | September salaries | SO            | £ 2,489.18        | LGA 1972 s112    |
|             | <b>Subtotal</b>    |                    |               | <b>£ 2,707.20</b> |                  |

**Pending payments**

| <b>Date</b> | <b>Supplier</b>       | <b>Service</b>               | <b>Method</b> | <b>Amount</b>     | <b>Authority</b> |
|-------------|-----------------------|------------------------------|---------------|-------------------|------------------|
| 12-Aug      | ICO                   | Data protection fee          | DD            | £ 35.00           | DPA 2018         |
| 26-Aug      | Viking                | Stationery etc.              |               | £ 36.64           | LGA 1972 s111    |
| 31-Aug      | McCracken & Son       | Grounds maintenance          |               | £ 1,345.20        | OSA 1906 s10     |
| 01-Sep      | CIA Fire & Security   | Security alarm annual charge |               | £ 84.74           | LGA 1972 s133    |
| 03-Sep      | Brian Brazington      | Meadow clearance             |               | £ 300.00          | OSA 1906 s10     |
| 04-Sep      | Fenland Leisure       | Cableway cover               |               | £ 52.32           | LG(MP)A 1976 s19 |
| 04-Sep      | Central Tree Services | Branches in Cemetery         |               | £ 144.00          | OSA 1906 s10     |
| 04-Sep      | Post Office           | Stamps                       | Cash          | £ 12.36           | LGA 1972 s111    |
| 04-Sep      | Rob Platts            | Zoom subscription            |               | £ 14.39           | LGA 1972 s111    |
|             | <b>Subtotal</b>       |                              |               | <b>£ 2,024.65</b> |                  |

**TOTAL PAYMENTS****£ 4,731.85**

## Action Point Update

Please note that actions that have previously been reported to a Full Council meeting as “completed” are not shown in the table below.

| <b>Date / Item No.</b> | <b>Action</b>   | <b>Status</b>   |
|------------------------|---|---|
| 20/05/2020 –           | Completion of External Audit.<br>Deadline 31 November 2020.               | Awaiting response from auditor.   |
| 15/07/2020 – Item 7.5  | Test remote meetings with Google Meet                                     | Used for Finance Committee meeting on 6 October 2020. Members encountered technical difficulties and prefer to stick with Zoom. |
| 15/07/2020 – Item 10.2 | Tree survey   | Report is back, seeking quotes to carry out work identified.  |
| 15/08/2020 – Item      | Refund for Jubilee Tree works   | Completed.  |
| 16/10/2020 – Item 7    | Cotswold DC planning training   | Details not released yet.   |
| 16/10/2020 – Item 8    | Finance: Councillors to apply for internet banking access                 | Update from Cllrs Abbotts, Platts, and Andrew Wellman.  |
|                        | Finance: Clerk debit card   | Application in progress.  |
| 16/10/2020 – Item 9.1  | Councillor vacancies x 2  | No election called for latest vacancy, both vacancies may be filled by co-option.   |
| 16/10/2020 – Item 9.2  | New councillor training   | Training booked in for Cllr Ogden.  |
| 16/10/2020 – Item 9.3  | Review the committee structure  | On this agenda  |
| 16/10/2020 – Item 10.1 | Council email addresses   | Awaiting debit card.  |
| 16/10/2020 – Item 10.2 | Councillor privacy notice   | Pending (see above)   |
| 16/10/2020 – Item 10.3 | Accessibility Statement published   | Completed   |
| 16/10/2020 – Item 11   | Westwoods Re-opening plan   | Covid related expenditure approx. £530 ex VAT to date.<br>On this agenda to discuss further.                                    |
| 16/10/2020 – Item 12.1 | Playground wetpour repair   | Cllr Platts has drafted the response.   |
| 16/10/2020 – Item 12.3 | Bobby Wills Meadow  | Meeting called for 7 October, but cancelled due to councillor availability. New date to be agreed.                              |
| 16/10/2020 – Item 13.3 | Climate Action Event on 10 October, Cllr Ogden and Peter Mills to attend. | Completed, see separate report.   |
| 16/10/2020 – Item 13.4 | Lions Litter Pick on 17 October   | (Completed)   |
| 16/10/2020 – Item 15   | Men in Sheds lease  | With solicitor  |
| 16/10/2020 – Item 16.1 | Volunteer agreement with Clerk  | Completed   |
| 16/10/2020 – Item 16.2 | Implement National Pay Award.   | Completed   |
| 16/10/2020 – Item 16.3 | SLCC National Conference  | Completed   |

## **NORTHLEACH WITH EASTINGTON TOWN COUNCIL**

### **DRAFT Minutes of the Finance, Funding and Grants Committee**

Held remotely via Google Meet on Tuesday 6 October 2020, 7pm

**Present:** Cllrs Steve Abbotts, Caroline Brady, Brian Hulcup, Mark Ogden.

**Absent:** Cllr Rob Platts.

**In attendance:** Ms Pauline Rigby, Town Clerk and Responsible Financial Officer

#### **1. Election of Chairman to preside**

It was RESOLVED to appoint Cllr Brady to chair the meeting.

#### **2. Apologies for Absence**

Apologies were received from Cllr Rob Platts.

#### **3. Declarations of Interest**

Cllr Ogden declared an interest in item 11 a, the grant application from Carbon Neutral Northleach, because he is its Treasurer.

#### **4. Public Participation**

There were no members of the public in attendance.

#### **5. Confirmation of Minutes**

It was RESOLVED to confirm and sign the minutes of the Finance Committee meeting held on 5<sup>th</sup> May 2020 as a true and accurate record.

#### **6. Action Point Update**

The Town Clerk highlighted that the external audit certificate had not yet been received.

#### **7. Q2 budget report to 30th September 2020**

Council received and noted the budget report.

#### **8. Financial Impact of Covid-19 on the COUNCIL'S BUDGET for 2020-21**

The Town Clerk summarised the financial reports. The main impact of the coronavirus pandemic has been the complete loss of income at the Westwoods Community Centre since lockdown in March. However, this has been offset by the receipt of the £10,000 Small Business Covid grant. There has also been a reduction in utilities costs but many overheads are fixed. Plans are underway to reopen the centre to hirers but only two user groups have indicated they are likely to return this year. The final decision on re-opening can be made at the next Full Council meeting in October. A separate budget code has been created to identify expenditure arising solely as a result of covid and compliance with covid regulations.

#### **9. Budget Setting Process for 2021-22**

It was RESOLVED to hold a strategy meeting open to the whole council to formulate thoughts in next four weeks. The date was provisionally set as 28 October 2020 with a second meeting on 25 November to quantify possible project costs. Cllr Brady will send a roadmap to the Town Clerk.

#### **10. To appoint a member to carry out financial control checks**

Cllr Abbots volunteered for the task.

**11. Grant Applications:**

Cllr Ogden did not take part in the next item.

- a) It was RESOLVED to approve a grant of £250 to Carbon Neutral Northleach.

Cllr Ogden returned to the meeting.

- b) Northleach Community Association had requested a grant of up to £1,000 towards the community minibus. It was RESOLVED to approve a grant of £700, that being the remainder of the funds in the community grants budget once the covid volunteers grant had been recoded to the new covid budget code.

**12. Closed Session**

It was RESOLVED to exclude the press and public under the Public Bodies (Admissions to Meetings) Act 1960 section 1, due to the confidential nature of the business.

**13. Matters Affecting Council Staff**

The Government has announced a new job support scheme from 1 November where the Government will contribute to the wages of employees on reduced hours due to covid. The Town Clerk was asked to find out more and clarify whether the salary could be topped up.

There being no further business, the meeting closed 8:20pm.

Note: The next meeting of this Committee is scheduled for 13th January 2021.

Signature of Chairman on approval of the minutes: \_\_\_\_\_