



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 16 December 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 from your computer, visit: <https://us02web.zoom.us/j/87276294076>

To join by phone, dial (GB) **020 3956 0042** and enter meeting ID **872 7629 4076**

Dated this day 10 December 2020
Ms Pauline Rigby, Town Clerk

AGENDA

1. To receive apologies for absence
2. To receive 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.</i>
MATTERS FOR DECISION
5. To confirm the minutes of the Ordinary Meeting held on 18 November 2020.
6. To receive the Action Point Update.
7. To consider applications for co-option to the Town Council (3 vacancies). <i>Note: new members may participate in the meeting after they sign a declaration.</i>
8. To consider the Town Council's response to planning consultations (schedule appended) and any applications received since publication of the agenda.
9. Governance and policy: a. To review and adopt a new social media policy. b. To receive the internal audit report c. To consider an amendment to Financial Regulations to revise the threshold above which 3 quotations must be sought from £100 to £250 ex VAT.
10. Finance: a. To note the bank reconciliation for period to 31 November 2020. b. To receive the financial report to 31 November 2020. c. To authorise the payment of accounts (schedule appended).
11. To consider options for HR support and software (paper to follow).

12. Westwoods Committee: <ul style="list-style-type: none"> a. To note that the committee has been dissolved and confirm for signing the minutes from the final Westwoods Committee meeting on 4 February 2020. b. To consider purchase of nine replacement emergency lights at a cost of approx. £650 ex VAT (report available).
MATTERS FOR INFORMATION
13. To receive information from the Chairman in respect of the possible transfer of Fortey Road woodland from Cotswold District Council to the Town Council.
14. To receive items for future meetings
15. To confirm date and time of next meeting: Wednesday 20 January 2021

Planning application consultations

Application	Property	Details	Deadline
20/03681/FUL	Trinders Barn Cottage, Eastington Cheltenham GL54 3PY	Erection of a lambing shed	16 December 2020

Payments schedule December 2020

Regular payments

Date	Supplier	Service	Paid	Amount	Authority
23-Nov	Zen Internet	Broadband	DD	£ 32.40	LGA 1972 s133
24-Nov	Microsoft	Exchange email subscription	Card	£ 18.25	LGA 1972 s111
03-Dec	Google Ireland	Gsuite subscription	DD	£ 4.80	LGA 1972 s142
28-Dec	Staff costs	December salaries, pension	SO	£ 1,897.40	LGA 1972 s112
	Subtotal			£ 1,952.85	

Invoices * Payment method shown where payment has been made.

Date	Supplier	Service	Paid *	Amount	Authority
10-Nov	Cotswold DC	Annual premises licence	BACS	£ 180.00	LGA 1972 s145
12-Nov	Dave Payne Electricians	Replace churchyard lamp	BACS	£ 44.40	LGA 1972 s215
17-Nov	Bridget C Bowen	First internal audit visit	BACS	£ 315.00	AAR 2015 s6
17-Nov	A&E Fire & Security	Emergency lighting test	BACS	£ 178.87	LGA 1972 s133
17-Nov	A&E Fire & Security	Six monthly fire alarm test	BACS	£ 136.93	LGA 1972 s133
23-Nov	Storm Facilities M'gmt	Legionella microbiological test	BACS	£ 170.58	LGA 1972 s133
24-Nov	Ramtech	Annual WW boiler service		£ 146.34	LGA 1972 s133
26-Nov	Community Heartbeat	Replacement defib pads		£ 45.60	PHA 1936 s234
27-Nov	Various	Chairman's expenses		£ 22.40	LGA 1972 s15(5)
30-Nov	Garry Evans	WW window cleaning		£ 20.00	LGA 1972 s133
30-Nov	McCracken & Son Ltd	Grounds Maintenance Nov		£ 1,345.20	OSA 1906 s 9,10
08-Dec	Tim Dyson	Town handyman services		£ 131.25	LG(MP)A 1976 s19
09-Dec	Bibury Landscapes	Supply and erect Xmas tree		£ 798.00	LGA 1972 s144
09-Dec	Eastwood pest control	Mole trapping in play park		£ 132.00	LG(MP)A 1976 s19
10-Dec	Amazon	Cabin hooks, etc		£ 33.00	LGA 1972 s133
10-Dec	Amazon	Printer ink		£ 44.98	LGA 1972 s111
14-Dec	Zoom.us	Remote meetings software		£ 9.59	LGA 1972 s111
16-Dec	Amanda King	Westwoods cleaning		£ 64.00	LGA 1972 s133
	Subtotal			£ 3,818.14	

TOTAL PAYMENTS

£ 5,770.99