



Minutes of the Annual Meeting of the Northleach with Eastington Town Council held remotely on 5th May 2021 at 7pm

Members Present: Cllrs Rob Platts (Chairman), Brian Hulcup, Terry Morley-Blackwell, Mark Ogden, Alan Wellman and Andrew Wellman

Officer in Attendance: Ms Pauline Rigby (Clerk/RFO)

The meeting got underway at 7:05pm.

1. **Election of Chairman**

Cllr Morley-Blackwell proposed, Cllr Ogden seconded, and it was RESOLVED that Cllr Rob Platts be elected as Chairman and Mayor of the Town Council, to hold office until the next Annual Meeting. It was agreed that the declaration of acceptance of office be signed before the next council meeting.

2. **Election of Vice Chairman**

Cllr Platts proposed, Cllr Morley-Blackwell seconded, and it was RESOLVED that Cllr Alan Wellman be elected as Vice Chairman of the Town Council, to hold office until the next Annual Meeting.

3. **Apologies for Absence**

There were no apologies for absence.

4. **Declarations of Interest**

There were no interests declared by councillors. The Town Clerk Ms Pauline Rigby declared an interest in item 26, the recruitment of a permanent, paid Clerk.

5. **County and District Council Reports**

The county and district councillors were not in attendance, due to the elections.

6. **Public Questions**

There were no members of the public present.

7. **Confirmation of Minutes**

It was RESOLVED that the minutes of the previous meeting of the Town Council on 17 March 2021 be confirmed and signed as a true record.

8. **Action Point Update**

The Town Clerk gave a verbal update of officer decisions, including purchase of replacement goal nets.

9. Planning Matters

9.1 Application: 21/01207/FUL

Address: Broxborne High Street Northleach Cheltenham GL54 3EW

Details: Replacement of kitchen window

It was RESOLVED that a comment of no objection be made.

9.2 Application: 21/01272/LBC

Address: The Post Office Market Place Northleach Cheltenham GL54 3EE

Details: Urgent structural repairs and wall strengthening via insertion of 2 diaphragm floors to area over "Lock-up" part of Post Office site

It was RESOLVED that a comment of no objection be made.

9.3 Application: 21/01758/TCONR

Address: Prospect Cottage West End Northleach Cheltenham GL54 3HG

Details: T.1 - Lawson cypress in rear garden - remove

It was RESOLVED that no objection be made.

10. Councillor Co-option

There were no candidates for co-option to the vacancies, although one person has expressed an interest in joining the council when face to face meetings resume.

11. Review of Standing Orders

Members discussed whether to defer this item. The Clerk explained the four proposed amendments to Standing Orders:

- a. Appointment of substitutes (p8): notice period of one clear day (was blank)
- b. Committees (p8): permits the committee to elect its own Chairman.
- c. Voting on appointments (p12): allows for paper ballot, but not secret ballot in case a member exercises their right to request a recorded vote.
- d. Dispensations (p15): deleted right to appeal to the Monitoring Officer.

It was RESOLVED that the amended Standing Orders and the Financial Regulations be adopted.

12. Annual Review of Policies

A report had been circulated, which listed when policies were due for review and made recommendations on whether to re-adopt, delegate to committee, or defer to a future meeting. It was RESOLVED to defer the Financial Reserves Policy and accept the recommendations in respect of the other policies.

The following policies were therefore re-adopted without change:

- Complaints and unreasonable complaints policies,
- Data protection policy and general privacy notice,
- Press and media policy.

The following policies were referred to the Finance Committee:

- Treasury management strategy,
- Health and safety policies,
- Disciplinary and grievance policies,
- Staff Handbook.

13. **Actions not Covered**

It was RESOLVED to defer any reviews not covered above to a future meeting.

14. **Appointment of Committees**

It was RESOLVED that the following committees and working parties be appointed and councillors be appointed to these bodies as follows:

Finance and General Resources	Cllr Mark Ogden (Chairman) Cllr Brian Hulcup Cllr Rob Platts
Property and Premises Management	Cllr Andrew Wellman (Chairman) Cllr Brian Hulcup Cllr Terry Morley-Blackwell Cllr Alan Wellman Non-councillor members to be re-invited
Meadow Management Working Party	Cllr Andrew Wellman Cllr Terry Morley-Blackwell Cllr Alan Wellman Mr Tim Barter to be invited

Although Standing Orders permit committees to elect their own chairmen at the first meeting, it was agreed to appoint chairmen at this meeting, as indicated above, so that chairmen are in post in case the committees are unable to meet due to covid.

15. **Review of Asset Register**

Council reviewed the updated asset register, and discussed the status of the three resilience sheds, two of which are now used by allotment tenants. The Clerk was asked to identify the officer at Cotswold District Council with responsibility for community resilience, to find out what how the Town Council should approach this.

16. **Insurance**

It was RESOLVED that the Clerk, in consultation with members of the Finance Committee, be authorised to take all steps necessary to renew the insurance policy, which is due for renewal on 15 June 2021.

17. **Memberships**

It was RESOLVED that subscriptions be approved as follows:

- Gloucestershire Association of Town and Parish Councils (GAPTC)
- Gloucestershire Rural Community Council (GRCC)
- Gloucestershire Playing Fields Association (GPFA)

- Clerk's Subscription to the Society of Local Council Clerks (SLCC)

18. Meeting Schedule

The calendar of meetings for the municipal year 2021-22 was approved. The possibility of an August Full Council meeting was discussed, and it was agreed that an extra meeting can be called if necessary.

Owing to the expiry of the remote meetings legislation, all meetings held on or after 7 May will be held in person at the Westwoods Centre. The first face-to-face meeting will be held on Wednesday 23rd June. It was also agreed that the members of PPMC will meet using Zoom at 7pm on Tuesday 25th May as a working party consulting with the Clerk in accordance with the scheme of delegation agreed on 17th March.

Cllr Alan Wellman left the meeting at this juncture.

19. Finance

- 19.1 Council noted receipts of £1422.01 in VAT repayment, £59,187 as the first instalment of the precept and a covid business grant of £8,000.
- 19.2 It was RESOLVED that payments be approved in the sum of £5,394.24, as per the schedule appended to these minutes.
- 19.3 It was RESOLVED that bank reconciliation to 31 March 2021 be approved. Consideration of the earmarked reserves was deferred.

20. Internal Audit Report

Council received the internal audit report dated 30 April 2021 and confirmed that it intends to implement the recommendation to record Charter Market income.

21. Annual Governance Statement 2020/2021

Town Clerk submitted the Annual Governance Statement for the 2020/2021 financial year for approval. It was RESOLVED that the Annual Governance Statement for 2020/2021 be approved for signing.

22. Accounting Statement 2020/2021

The Town Clerk, in her role as Responsible Financial Officer, submitted the Accounting Statement for the 2020/2021 financial year for approval. It was RESOLVED that the Accounting Statement for 2020/2021 be approved for signing.

23. Period for the Exercise of Public Rights

The Town Clerk had submitted the draft Notice of Exercise of Public Rights. It was RESOLVED that the period for the exercise of public rights for inspection of the financial accounts ended 31 March 2021 be set commencing Monday 14 June 2021 and ending on Friday 23 July 2021.

24. Cycle Racks in the Market Place

The Local Highways Manager has offered to install the cycle stands and only charge for the cost of materials. Some members felt that 2 stands is insufficient provision, and not what they set out to achieve, although it is difficult to identify space for more. After a lengthy debate, it was RESOLVED that 2 galvanised 'Sheffield' cycle stands be purchased and installed, subject to an installation cost of less than £250.

25. LED Lights in the Westwoods

Some of the lights in the main hall are not working properly. Staff had prepared a report on options for replacement of all the lights with LED units.

It was RESOLVED that Company C in the report, RJ Dorey Limited, be appointed to replace the 8 main hall lights with LED units and dimmer control circuitry, and to move the switches for the lighting rail at an estimated total cost of £3,411 ex VAT.

26. Recruitment of Paid Town Clerk

The Town Clerk's voluntary service comes to an end on 1 June, and the Council is to discuss and agree the process to recruit a permanent, paid employee.

The Town Clerk left the meeting while this item was discussed.

A motion was proposed and seconded to offer the Pauline Rigby a permanent paid contract from 1 June. The voting was tied, with two members voting for and two against, so the Chairman used his casting vote and the motion failed.

A recorded vote was requested.

For: Cllr Andrew Wellman and Morely-Blackwell

Against, Cllrs Ogden and Platts, using the Chairman's casting vote.

It was RESOLVED that a locum clerk be employed after 1 June 2021.

The Clerk returned to the meeting and was informed of the decision above.

27. Property and Premises Management Committee

The draft minutes were not yet available.

28. Finance Committee Minutes

Council received draft minutes from the Finance Committee meeting held on 20 April 2021.

29. Items for Future Meetings

Pending topics: Men in Sheds lease, the Market Place Toilet Block.

Topics raised: Purchase of wireless microphones.

The Clerk was asked to write to Cotswold District Council to enquire whether the forestry works in Fortey Woods have been completed.

30. Next Meeting

The next Town Council meeting is scheduled for Wednesday 23 June 2021, 7pm in the Westwoods Centre, as agreed at item 18.

There being no further business, the meeting closed at 9:45 pm

Signature of the Chairman on approval of the minutes: _____

Payments schedule May 2021

Payments Made Before 31 March 2021

Date	Supplier	Service	Method	Amount	Authority
22-Mar	Zen Internet	Broadband	DD	£ 32.40	LGA 1972 s133
22-Mar	BrightHR Ltd	HR support	DD	£ 24.30	LGA 1972 s111
22-Mar	Forest of Dean Council	Cotswold Careline service	FP	£ 251.59	LGA 1972 s133
22-Mar	Resident	Refund for unused hall hire	FP	£ 132.00	LGA 1972 s133
24-Mar	Garry Evans	Window Cleaning	FP	£ 20.00	LGA 1972 s133
25-Mar	Travis Perkins	Decorating materials	FP	£ 66.25	LGA 1972 s133
26-Mar	Fosseway Garden Centre	Bark mulch	Card	£ 27.96	OSA 1906 s 9,10
26-Mar	Microsoft	O365 Business Basic x 1M	Card	£ 3.80	LGA 1972 s111
27-Mar	NWH Taylor	Tennis Club Grant	FP	£ 960.00	LG(MP)A 1976 s19
	Subtotal			£ 1,518.30	

Payments Made After 31 March 2021

Regular Payments

Date	Supplier	Service	Method	Amount	Authority
31-Mar	Grundon	Commercial waste	DD	£ 45.53	Litter Act 1983 s5
31-Mar	Google Ireland	Gsuite subscription	DD	£ 4.60	LGA 1972 s111
17-Mar	EDF Energy	WW electricity	DD	£ 78.16	LGA 1972 s133
15-Apr	Zoom.us	Remote meetings software	Card	£ 9.59	LGA 1972 s111
18-Apr	Guru UK	Website hosting	Card	£ 59.88	LGA 1972 s142
19-Apr	EDF Energy	WW electricity	DD	£ 86.94	LGA 1972 s133
22-Apr	Zen Internet	Broadband	DD	£ 32.40	LGA 1972 s133
22-Apr	BrightHR Ltd	HR support	DD	£ 24.30	LGA 1972 s111
25-Apr	Staff costs	April salaries, pension	Various	£ 1,983.99	LGA 1972 s112
	Subtotal			£ 2,325.39	

Invoices

Date	Supplier	Service	Method*	Amount	Authority
31-Mar	McCracken & Son Ltd	Grounds Maintenance March	FP	£ 1,345.20	OSA 1906 s 9,10
31-Mar	Travis Perkins	Restocking fee	FP	£ 3.85	LGA 1972 s133
31-Mar	Travis Perkins	Dulux Vinyl Matt	FP	£ 20.84	LGA 1972 s133
07-Apr	ESET UK	ESET Internet Security licenses	Card	£ 34.99	LGA 1972 s111
13-Apr	Broxap	Replacement football nets		£ 56.34	LG(MP)A 1976 s19
22-Apr	Microsoft	O365 Exchange Online (Refund)	Card	-£ 5.82	LGA 1972 s111
22-Apr	Microsoft	O365 Business Standard	Card	£ 9.40	LGA 1972 s111
22-Apr	Microsoft	O365 Business Basic (Refund)	Card	-£ 3.80	LGA 1972 s111
22-Apr	Microsoft	O365 Exchange Online Kiosk	Card	£ 10.57	LGA 1972 s111
26-Apr	Spot On Supplies	Cleaning supplies		£ 78.98	LGA 1972 s133
	Subtotal			£ 1,550.55	

* Payment method shown where payment already made.

TOTAL PAYMENTS

£ 5,394.24