

ELLESMERE TOWN COUNCIL

Miss Joanne Butterworth
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Date: 5th June 2020

Dear Councillors,

You are summoned to attend a Virtual Meeting of Ellesmere Town Council to be held on Thursday 11th June 2020 at 7.15pm via Zoom, Ellesmere for the transaction of business as set out in the Agenda below.

Yours sincerely,

Joanne Butterworth
Town Clerk and Responsible Finance Officer

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND
(please contact the Clerk to request a Zoom code).**

THE FIRST 10 MINUTES OF THE MEETING WILL BE PUBLIC QUESTION TIME WHICH IS AN OPPORTUNITY FOR THE PUBLIC PRESENT TO SPEAK ON ANY ITEMS ON THE AGENDA OR ANY OTHER CONCERNS THEY WOULD LIKE TO BRING BEFORE THE TOWN COUNCIL.

AGENDA

1. **To receive apologies and reason for absence.**
2. **Virtual Meeting Protocol.** To approve the protocol for operating virtual meetings.
3. **Disclosure of Personal and Prejudicial Interests.** To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.
4. **Grant Dispersations.** In pursuance of the Localism Act 1972 s31 (4) to report on any dispensations requested/granted.
5. **Public Participation Session.**

Birthplace of
Eglantyne Jebb



6. **Minutes.**

(a). To read and confirm the minutes of the Town Council Meeting held on Monday 2nd March, 2020.
<https://ellesmere-tc.gov.uk/wp-content/uploads/2020/02/Town-Council-Draft-Minutes-2.3.20.pdf>

(b). To read and note the approved minutes of the Extraordinary meeting of the Town Council held on Friday 20th March, 2020.
<https://ellesmere-tc.gov.uk/wp-content/uploads/2020/03/Town-Council-Draft-Minutes-20.3.20.pdf>

(c). To read and note the minutes of the Staffing and Governance Sub- Committee held on Thursday 21st May, 2020.
<https://ellesmere-tc.gov.uk/wp-content/uploads/2020/06/Draft-SG-Minutes-21.5.20.pdf>

7. **Finance/Contracts**

(a) Town Council Payments for February 2020. To be approved.

(b) Town Council Payments for March 2020. To be approved.

(c) Town Council Receipts/Payments/Income & Expenditure reports for final quarter 2019/2020. To be approved.

(d) Cemetery Working Group Payments for February 2020. To be approved.

(e) Cemetery Working Group Payments for March 2020. To be approved

(f) Cemetery Working Group Receipts/Payments/Income & Expenditure reports for final quarter 2019/2020. To be approved.

(g) Town Centre Planting. To receive a report.

(h) Town Hall Licensed Bar Rights. To note that only one application was received, which was the current lease holder. A new lease commenced on 1st June 2020 for 3 years.

(i) CCTV Maintenance Contract. To note a new 3-year contract commenced on 30th April 2020 for 3 years.

8. **Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2020, Part 3.**

(a) Section 1 Annual Governance Statement 2019/20. Town Council to answer questions 1-9.

(b) Section 2 Accounting Statements 2019/20. To approve.

(c) To note that the Internal Audit was completed on Thursday, 4th June 2020 and note contents of year-end report. Section "Annual Internal Audit Report 2019/20 completed by the Internal Auditor.

(d) The Mayor and Clerk sign and date the AGAR and Supporting Statement for submission with the relevant papers to external auditors PKF Littlejohn.

(e) Balance sheet and supporting statement as at 31st March 2020 to be signed by the Town Mayor and Clerk.

(f) Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for year ended 31st March 2020. Monday 15th June 2020 – Friday 24th July 2020.

(g) Three Year Forecast.

(h) Cost of running local services.

(i) To confirm the following Earmarked Reserves from the General Reserve Account for the forthcoming year:

Town Hall Roof/New Entrance Foyer - £40,000.00.

Main Hall Ventilation/sound proofing/heating/water system - £25,000.00.

Library Contribution £5,000.

Youth Provision £2,000.
 Election Costs £2,250.
 Neighbourhood Fund 2016/2017 £1,329.43.
 Neighbourhood Fund 2017/2018 £3,702.
 Neighbourhood Fund 2019/2020 £12,385.19.
 CCTV £5,000. Toilet.
 Water Damage £700.
 60% CWG Cash Assets - £21,032.
 Ring fenced £1,375.00 income (from 2017/18) the Cottage, Mereside towards any maintenance costs.

9. **Assets & Insurance.** To Review, inventory of land and assets including buildings and office equipment and new insurance cover which commenced on 1st June 2020 for 12 months.

10. **To Review:**

- (a) Annual Risk Assessment and Management 2020. Last reviewed & approved on Monday 9th, 2019.
- (b) Annual review of the effectiveness of Internal Audit & Internal Audit Plan.
- (c) List of Approved Contractors. To note.

11. **Planning**

(a) **To note the planning responses submitted to Shropshire Council on behalf of the Town Council under delegated authority.**

(b) **Planning Applications for consideration** – non at the time of issuing agenda.

12. **Mayor/Deputy Mayor & Committee membership.** To note that as per new Government legislation and following the cancellation of the Annual Town Council meeting, the current appointment of Mayor and Deputy Mayor will continue until May 2021 and similarly, in relation to business normally conducted at the annual meeting, the current membership of committees, working groups and task & finish groups will continue to apply until May 2021.

13. **Casual Vacancy.** To receive a verbal report and consider temporary amendments to the co-option policy/process to allow for co-option via a virtual meeting.

14. **To consider Town Council meeting dates for 2020/21:**

06.07.20	7.15pm	Virtual Meeting via Zoom
07.09.20	7.15pm	Ellesmere Town Hall or via Zoom TBC
05.10.20	7.15pm	Ellesmere Town Hall or via Zoom TBC
02.11.20	7.15pm	Ellesmere Town Hall or via Zoom TBC
07.12.20	7.15pm	Ellesmere Town Hall or via Zoom TBC
04.01.20	7.15pm	Ellesmere Town Hall or via Zoom TBC
01.02.20	7.15pm	Ellesmere Town Hall or via Zoom TBC
01.03.20	7.15pm	Ellesmere Town Hall or via Zoom TBC
12.04.20	7.15pm	Ellesmere Town Hall or via Zoom TBC
12.05.20	7.15pm	Ellesmere Town Hall or via Zoom TBC (Annual Town Council) Subject to change.

Annual Town Meeting 2021, date to be confirmed.

14. **Exclusion of Press and Public.** To resolve “That by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100 (A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting for the following item of business on the grounds it may involve the likely disclosure of confidential information as defined in the Acts”.

15. **Minutes.**

(a). To read and confirm the minutes exempt of the Town Council Meeting held on Monday 2nd March 2020 (to be presented at the meeting).

