

WINTERTON TOWN COUNCIL
52 West Street, Winterton, Scunthorpe,
North Lincolnshire, DN15 9QF



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**Minutes of the Meeting of Winterton Town Council held on
Tuesday 26th May 2020 at 5.00pm via Zoom.**

Present:

Cllr D. Johnson Cllr M. Harrison Cllr A. Bazley Cllr B. Bridge
Cllr N. King Cllr E. Marper Cllr P. McCartan Cllr R. Ogg
Cllr H. Rowson

In the absence of the Clerk, Mrs. K McGrath RFO was asked to clerk the meeting.

2020/001 The meeting was opened and Councillors were welcomed by Cllr Johnson.

2020/002 **To agree to retain the Mayor and Deputy Mayor for 2020/21 Council year.**

Proposed Cllr H Rowson
Seconded Cllr N King
Agreed – All councillors present

2020/003 **a) To propose that all Winterton Councillors are committee members on the Policy and Finance Committee**

Proposed Cllr R Ogg
Seconded Cllr H Rowson
Amendment to the proposal – To abolish the Policy and Finance Committee and make Policy and Finance a regular agenda item
Proposed Cllr P McCartan
Seconded Cllr M Harrison
Agreed – All councillors present.

b) To agree to appoint Cllr A Bazley to the Personnel Committee.

Proposed Cllr D Johnson
Seconded Cllr N King
Agreed – All councillors present.

2020/004 **a) To retain the current working groups**

In Bloom – Cllr D Johnson & Cllr M Harrison
Christmas – To start planning in August
Pavilion – To resume when Covid 19 pandemic restrictions have been lifted

b) To agree to retain the current representatives to outside bodies

Biffa – Cllr P McCartan, Cllr R Ogg, Cllr H Rowson
NATs – Cllr B Bridge, Cllr R Ogg, Cllr H Rowson & Cllr E Marper.
Multi Agency Meeting – Cllr D Johnson , Cllr R Ogg, Cllr H Rowson & Cllr E Marper.

2020/005 To Note Apologies for meeting

None

2020/006 To note declaration of interests, in respect of agenda items.

Cllr Rowson - a prejudicial interest in respect of agenda item 12

Cllr D Johnson - a prejudicial interest in respect of agenda item 12

2020/007 Minutes of Previous Meeting

The Council considered the Minutes of the Winterton Town Council Meeting held on the 24th April 2020.

2004/13 Date of meeting changed from 12th May to 26th May via Zoom

That the Minutes be signed as a true and accurate record after amending date of next meeting.

Proposed – Cllr M Harrison

Seconded – Cllr P McCartan

Agreed – All councillors present.

2020/008 To approve the meeting dates as listed with an additional meeting on August 11th. The meeting on 9th June to be a shortened meeting to

include an update on the coronavirus support in the Town and completing and signing of AGAR.

Tuesday 9th June 2020

Tuesday 14th July 2020

Tuesday 11th August 2020

Tuesday 8th September 2020

Tuesday 13th October 2020

Tuesday 10th November 2020

Tuesday 8th December 2020

Tuesday 12th January 2021

Tuesday 9th February 2021

Tuesday 9th March 2021

Proposed – Cllr M Harrison

Seconded – Cllr H Rowson

Agreed – All councillors present

2020/009 Report from Ward / North Lincs. Councillors

- Cllr P McCartan asked the ward councillors to report back on the youth service, what will be happening when the Covid 19 restrictions are lifted?
- Cllr B Bridge questioned when the grass cutting will resume. He reported on complaints from residents on North Street in particular. – Cllr Ogg reported that there had been issues with grass cutting across North Lincolnshire due to Covid 19 pandemic and restrictions due to H & S.
- Cllr M Harrison reported that elderly ONGO residents have had their grass cut by a person who has charged them £5.00 per cut. Ward Councillors to raise this with ONGO.

- a) Councillors received the Internal Audit 2019 - 2020 report
- b) To review the recommendations and agree an action plan.
 - 1) The council should contact RBS, the council's computerised accounting system provider, and arrange for staff clothing & PPE and staff training to be re-allocated to box 6 for the purposes of completion of the AGAR – RFO completed without the need to contact RBS
 - 2) Invoices, receipts or other documentation should be included in the payments' file in support of all payments made by the council.
 - 3) The council should ensure that all VAT incurred is correctly identified in the council's accounting system for reclaim from HMRC.
 - 4) The indemnity limit for Fidelity Guarantee should be increased to £250,000 to adequately protect the council's interests. Written confirmation of the increase should be obtained and filed with the policy documents. – RFO to action
 - 5) The council should ensure that it has the legal power, under the provisions of s.215 of the 1972 Local Public Sector Audit Registered with UK Copyright Service Reg. No.: 284714616 Page | 8 Government Act, to provide a grant to the church towards the specific proposed works in the churchyard, before incurring such expenditure.
 - 6) The audit trail for income from bookings at the Pavilion should be improved to enable both regular and casual bookings to be agreed to the council's approved Scale of Charges, the booking diary, booking forms for casual hire, invoices for regular hire, the council's accounting system and the bank statements
 - 7) If the council wishes to reinstate the use of the petty cash account at the Co-op Bank it should arrange for the mandate to be changed to permit the RFO to access this account and receive future debit cards in her name. Kerry McGrath to be the named person on the account –
Proposed Cllr N King,
Seconded Cllr H Rowson
Agreed – All Councillors present.
 - 8) Vat should be identified in the cash book for all vat-able supplies, including those which meet the criteria
 - 9) If it is the council's wish to pay the 2018/19 pay settlement, the difference between the 2017/18 rate actually paid and the 2018/19 rate, applicable last year, should be calculated for the total number of hours worked during 2018/19 and paid during the current year.
 - 10) Following the issue of updated guidance from HMRC during September last year, the council should note that it is unable to claim Employment Allowance unless it has charitable status. The council should, therefore, check that it is not claiming this allowance and if it is, it should untick the box on the payroll software system to cease claiming it. Further advice can be obtained using the following link;
www.gov.uk/government/publications/employment-allowance-more-detailed-guidance/eligibility-foremployment-allowance-further-employer-guidance
 - 11) All assets purchased should be added to the register at the net cost to the council, excluding VAT.

12) The council should add the word "RESTATED" against the brought forward figures in boxes 4 and 6 on the year-end Accounting Statement on the AGAR.

13) The council should contact RBS, its accounting software supplier, and request them to re-allocate staff clothing & PPE and staff training from box 4, staff costs, to box 6, all other payments, on the AGAR in accordance with Government requirements. – RFO completed.

13) If it has not already done so, the council should amend the total valuation on the Asset Register to reflect the revised valuation (to exclude the VAT element) of recently purchased assets. The declaration on the Annual Return, and the equivalent figure in RBS, will also need to be similarly amended.

14) All agreed Internal Audit recommendations should be implemented during the year in accordance with the prioritisation of recommendations described on page 4 of this report and the 2019 Governance and Accountability Guide for Local Councils.

15) The publication of the Notice of Public Rights, and the timeframe for inspection of council records, are statutory requirements and must, in the future, be issued in accordance with the instructions published each year by the External Auditor.

16) If not yet done, the minutes of the Full Council should be renumbered from the meeting held on the 8th October 2019 to comply with the 1972 Local Government Act.

17) If not yet done, the minutes of the Personnel Committee should be signed and numbered in accordance with legislative requirements,

2020/011 Internal Financial Control

- a) Cllrs D Johnson, N King, A Bazley and R Ogg appointed signatories.
- b) Cllrs B Bridge & M Harrison appointed competent Internal Control.

2020/012 Grants and Donations

- a. To approve the annual grant awarded to the Old School Hall of £2000.

Proposed Cllr H Rowson

Secoded Cllr P McCartan

Agreed – All Councillors present

Cllr H Rowson & Cllr D Johnson left the meeting

- b. To grant the Winterton Federation School £1000 towards hand washing facilities considering the covid-19 pandemic.

Proposed Cllr E Marper

Secoded Cllr N King

Agreed – All councillors present

Action – RFO to investigate grant policy/application forms and how to award the grant.

Cllr H Rowson & Cllr D Johnson returned to the meeting

2020/013 Devolution of Grass cutting of Verges and PROWs

- a) To devolve the cutting and maintaining of PROWs to Winterton Town Council, if PROWs are passed to WTC in good order.
PROWs to be cut and maintained by Grounds maintenance employed by Winterton Town Council
Proposed – Cllr D Johnson
Seconded – Cllr B Bridge
Agreed – All Councillors present.

6 Councillors agreed to revoke the decision minute number 2003/9

- b) Councillors discussed the tenders supplied and resolved -
To devolve the grass cutting from North Lincolnshire Council, and under LGA 1972 s135, to contract the verge grass cutting to Glendale
Proposed – Cllr N King
Seconded – Cllr R Ogg

1 Councillor abstained, all other councillors present agreed.
Resolution passed.

RFO to contact contractor to advise of 3 year contract and ask them to start grass cutting as soon as possible.

2020/014 Notice Boards and Interpretation Boards

Cllr Marper to investigate into interpretation boards for The Airfield and other sites around Winterton and report back to next meeting.

2020/015 Finger Post signs

Agreed to discuss at a later meeting

2020/016 Litter Bins and Dog Bins

Cllr P McCartan suggested a bigger bin on Cemetery Road next to Simons Wood entrance. Following discussion, it was agreed to investigate all dog bins in Winterton and order larger ones, on the proviso that North Lincolnshire Council would service,

Proposed Cllr P McCartan

Seconded Cllr R Ogg

Agreed – All Councillors present

2020/017 Storage of Approved Council Minutes

To consider the cost of binding approved Council minutes and agree how to store the minutes going forward. – This had been agreed in previous meeting 2003/17 and Clerk to action.

2020/018 Winterton in Bloom

Cllr D Johnson to visit Appleby Nurseries with Grounds Maintenance staff to purchase bedding plants for planters, Market Hill and beds.

2020/019 Skate ramp in West Street Park

To remove the skate park in West Street Park and following risk assessment the grounds maintenance staff to replace fencing on Marmion Park.

Proposed Cllr D Johnson

Seconded Cllr H Rowson

Agreed – All Councillors present

2020/020 Police Matters

None

2020/021 Finance

It was agreed to receive bank reconciliations for April and May 2020 and verify payments and receipts for April and May 2020 at the meeting to be held on 9th June as incomplete information had been sent to Councillors.

2020/022 Agenda for next and future meeting

- An emergency Personnel to be arranged.
- Corona Virus support in Winterton
- Accounts & Finance and Annual Governance Audit Report

2020/023 Date of next Meeting

The date and time of the next Full Town Council meeting was agreed as (subject to any change in circumstances):

Tuesday 9th June at 6pm via Zoom

The meeting closed at 8.04pm