



The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020  
Date: 31<sup>st</sup> March 2020. To be able to hold Virtual meetings.

To: All Town Council members

You are summoned to attend a meeting of **Cleobury Mortimer Town Council** which will be held on the zoom platform <https://zoom.us/j/91170626889?pwd=YXBZNDhnTytIOHZNMVFWQ3VWVWIA0Zz0>  
Meeting ID: **911 7062 6889** on **MONDAY 1<sup>st</sup> JUNE 2020, 7.00pm.**

**Please call the Clerk on 07483112290 if you are having trouble logging on.**

The Public and Press are invited.

Yours Sincerely

Matthew Sheehan  
Town Clerk

## AGENDA

**05.00V.20 Welcome by the Chair**

**05.01V.20 Co Option – Cllr Brown**

Agree Co Option of new member to Town Council.

**05.02V.20 Virtual Meeting Protocols – to approve adoption**

**05.03V.20 Democratic 15-minute Public Time**

This provides an opportunity for members of the public to raise questions about and comment on items on the agenda. Time for this session is limited to 15 minutes (3 minutes per person).

**05.04V.20 Apologies for absence**

**05.05V.20 Declaration of interests:**

**Disclosable Pecuniary Interests**

*Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests.*

**05.06V.20 To approve the Minutes of the Town Council Meeting held on Monday 2<sup>nd</sup> March 2020 and Extraordinary meeting 23<sup>rd</sup> March 2020**

**05.07V.20 Matters arising from the minutes**

Clerk's Report.

Resolve content agreed over email.

**05.08V.20 Councillors reports and items for future agendas**

**05.09V.20 Unitary Council Reports (Cllr G Butler / Cllr M Shingleton)**

**05.10V.20 Financial Matters**

**a) Payments:**

**To note Payments made since previous meeting :**

Wicksteed Leisure Ltd - Love Lane Play Area (replacement cheque) - £16,793.54

Andrea Pellegram Ltd - Neighbourhood Plan work - £1,200.00

Alan Guest Mowing Services - moving outdoor gym equipment - £90.00

West Mercia Energy - Toilet Electric (February) - £101.51

Viking - Toilet and Office Supplies - £385.92 (cheque since destroyed and paid by debit card)

Morris Bufton & Co Ltd - Mole traps and padlock, service lawnmower - £125.30

Cleobury Country - Office rent (March - May 2020) and meeting room hire - £914.88

Shropshire Council - Rates - £698.60



Mrs D McBride - reimbursements for safety equipment - £49.00  
SALC - Affiliation Fees - £1,183.70  
Market Hall - room hire for Food Bank and Festival Committee - £119.00  
Mrs D McBride - Petty Cash top up - £200.00  
West Mercia Energy - Toilets electric March - £65.42  
Security Wise - Toilets access control maintenance - £110.40  
Alan Guest Mowing Services - Grass cutting March - £350.57  
Diane Malley - Internal audit fee - £145.00  
ORP Surveillance - repairs to CCTV camera - £94.50

**Debit Card Payments made:**

Viking – Toilet and office supplies - £540.16  
Mumfords – Bill Hook - £28.95

**Invoices due for payment:**

ORP Surveillance – Replacement CCTV camera at Skate Park - £1255.80  
ORP Surveillance – Five additional CCTV cameras - £6388.80  
Came & Co – Annual Insurance premium - £2005.77  
Country Skills – Grass Cutting May - £220  
Country Skills – Grass cutting, Path Spray - £250

**Income Received:**

Precept - £116,749.00  
Neighbourhood Fund - £7,616.59  
Food Bank donations - £2,900.00  
Cemetery Income - £2,400.00

**b) Audit/Accounts 2019-20**

- I. To confirm no conflict of interests with PKF Littlejohn LLP
- II. To consider Internal Auditor's Report.
- III. To consider and approve AGAR Section 1 Annual Governance Statement 2019-20
- IV. Consider and approve Accounts and Bank Reconciliation for year ending 31<sup>st</sup> March 2020
- V. Consider and approve AGAR Section 2 Accounting Statements 2019-20

**05.11V.20 Market Hall Report – Cllr Brown**

**05.12V.20 Annual Report – Cllr Brown**

To agree Annual report for website as no annual meeting due to Covid-19

**05.13V.20 Neighbourhood plan – Cllr Tysall**

**Motion**

" Town Council gives approval to the dates and method of conducting the Regulation 14 consultation for the Cleobury Neighbourhood Plan".

**05.14V.20 Annual review of Councillors' roles and appointments to Committees – Cllr Brown**

**05.15V.20 Annual Town Council Awards – Cllr Brown**

**05.16V.20 To confirm date of next Town Council meeting**

The next Town Council virtual meeting will be held on **Monday 6<sup>th</sup> July 2020** and posted on the Town Council Website <https://www.cleobury.org.uk/blog/>

Under section 100a (4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12a of the Act by virtue of the paragraph specified against the items.

**05.17V.20 Employees - RFO**