



MINUTES of the Full Council Meeting held on Wednesday 2nd June 2021 at 7.00PM at the Main Hall of the Festival Hall, Caistor Road, Market Rasen.

Present:

Councillor S. Bunney (Chairman/LCC/WLDC), Councillor M. Lakin - Whitworth (Vice-Chairman), Councillor K. Bridger, Councillor L. Burnett, Councillor M. Hassan, Councillor J. Pilley, Councillor C. Turner.

In Attendance:

Lucy Waller – Town Clerk and Responsible Financial Officer
Dianne Tuckett– Market Rasen Mail

1. Opening remarks.

The Chairman welcomed all present to the meeting and explained the voting process for the meeting.

2. To resolve to approve and accept apologies for absence.

Apologies were received from Councillors Harrold and Taylor; it was RESOLVED to approve the apologies.

3. Public Participation (max 20 minutes)

None.

4. To receive any declarations of interest in accordance with the requirements of the localism Act 2011 and to consider any applications for dispensations in relation to Disclosable Pecuniary Interests.

Councillor S. Bunney declared a pecuniary interest in payment TP 64 at agenda item 11.

5. To resolve to approve the draft minutes of the last meeting, held on 5TH May 2021.

It was RESOLVED to approve the draft minutes of the last meeting, held on 5TH May 2021.

6. To note any update on Action Points.

Members noted the report.

7. Committees:

To NOTE the draft minutes of the HR Committee held on the 20th May 2021 (Copies circulated) and to resolve to adopt or not the recommendations within those minutes including:

- **An increase to 25 hours per week for the new Maintenance Operative role.**

- **A trial period of flexible home working.**
- **Reduced public office opening hours.**
- **Staff salary spinal point review recommendations.**

It was RESOLVED to move this item to the confidential session because of the confidential nature of the business to be transacted.

8. To receive the report of the District & County Councillor.

Members noted the following:

- The Mayor had attended an event to open a community garden.
- Fundraising had begun for the Council's chosen charities, which this year would be Andy's and Brain tumour research.
- A pop in councillor surgery had been held in the marketplace.
- Recent planning training delivered by West Lindsey District Council (WLDC) would be circulated to all members.
- Road safety and conditions along with crime and policing had been raised as areas of concern by members of the public and work was taking place on reporting and meetings in the councillor's capacity as a member of Lincolnshire County Council.
- Two parcels of currently unused land near Tesco's would be leased at a peppercorn rent to the Town Council, community groups would be formed to utilise and manage the land, potentially as community gardens.

Action point: Clerk to circulate WLDC planning training when available.

9. To **NOTE** the Clerk's report and the Community Manager's report.
Members noted the reports and requested that a proposal for replacement office computers be bought to the next meeting.

Action point: Clerk to arrange for I.T proposal to be bought to the next meeting.

10. To pre-approve automated and regular contractual payments for the Municipal year 2021/22.

It was RESOLVED that the below regular contracted payments be approved for the remainder of the municipal year 2021/2022:

Payee	Contractual payment	Payment method
Nettleship	Market Place rent	Standing Order
Business Rates WLDC	Business rates Festival Hall	Direct Debit
Business Rates WLDC	Business rates Council Office	Direct Debit
Business Rates WLDC	Business rates Market Place	Direct Debit
Total Gas & Power	Electricity Festival Hall	Direct Debit
Total Gas & Power	Electricity Council Office	Direct Debit
Total Gas & Power	Electricity Market Place	Direct Debit
Total Gas & Power	Electricity Old Police station	Direct Debit

Wave (Formally Anglian Water Business)	Water Festival Hall / Council Office	Direct Debit
Wave (Formally Anglian Water Business)	Water Old Police station	Direct Debit
Crown Gas and Power	Gas Festival Hall	Direct Debit
Crown Gas and Power	Gas Old Police station	Direct Debit
WLDC	Waste & recycling	Direct debit
Now Pensions	Monthly Service Fee	Direct Debit
Now Pensions	Employer/ Employee contributions	Direct Debit
Talk Talk	Internet / Phone	Direct Debit
Payroll	Salaries – basic contractual salaries only	BACS
HMRC	PAYE/ NI	BACS
Pestcotek	Mole contract	BACS
Sparkle	Office Cleaning	BACS
A J Williams	Grass services contract	BACS

11. **To resolve to approve the accounts for payment.**

It was RESOLVED to approve the below accounts for payment:

Market Rasen Town Council Accounts for Authorisation 2nd June 2021						
Ref	Payee	Description	F/Hall £	General £	VAT	Total
					£	£
Out of Committee pre-authorized automated payments since last meeting. To Note						
DD	WLDC	Refuse & Recycling	£62.83			£62.83
DD	WLDC	Non domestic rates Office		£279.00		£279.00
DD	WLDC	Non domestic rates F/ Hall	£549.00			£549.00
DD	WLDC	Non domestic rates market place		£56.00		£56.00
DD	Crown	Gas OPS - to be recharged		£105.76	£5.29	£111.05
DD	Crown	Gas FH	£176.50		£35.30	£211.80
DD	Total	Electricity OPS - to be recharged		£25.42	£1.28	£26.70
DD	Total	Electricity FH	£111.89		£5.60	£117.49
DD	Total	Electricity MP		£10.13	£0.51	£10.64
DD	Total Connect	Electricity Office		£114.18	£5.71	£119.89
DD	Talk Talk	Phone & Internet		£82.90	£16.58	£99.48
DD	Now Pensions	Employer service Charge		£12.50	£2.50	£15.00
DD	Now Pensions	Employer / Employee contributions		£373.59		£373.59
DD	Wave	Water Festival Hall	£37.72			37.72
Sub totals			£937.94	£1,059.48	£72.77	£2,070.19

Debit Card Transactions made under RFO delegated powers since last meeting. To Note						
Debit Card	Zoom	Monthly Subscription (final payment now cancelled)		£11.99		£11.99
Debit Card	ICO	Annual Data Protection fee		£40.00		£40.00
Debit Card	PHS	Various cleaning products	£48.52		£9.70	£58.22
Debit Card	Amazon	Personal alarms x6 , mopheads x2		£20.14	£4.04	£24.18
Debit Card	Walkers are welcome	Registration fee * see TP 62			£70.00	£70.00
Debit Card	Tesco Mobile	Top up Caretaker mobile		£20.00		£20.00
Sub totals			£48.52	£92.13	£83.74	£224.39

Payments for Authorisation by Full Council (Authorised for electronic payment where required)						
BP1180 (2)	ZURICH	Council insurance policy 1/06/2020-31/05/2021 (Renewal uplift missed from previous payment) paid OOC		156.13		156.13
BP1187	A J Williams	Grass services March & April - paid OOC		£893.90	£9.70	£903.60
BP1188 - 91	Payroll	Salaries Mar		£4,216.54		£4,216.54
BP1192	HMRC	PAYE/NI		£1,041.42		£1,041.42
BP1193	Lincoln Web Design	office 365, mailboxes, software & hardware support. Yearly PC Check		£204.00		£204.00
BP1194	J.K. Shaw	Maintenance Labour and materials May	£60.00	£50.20	£22.04	£132.24
BP1195	Beltec	Cleaning of Hall lining	£295.00		£59.00	£354.00
BP1196	Rasen Hardware & DIY	Various Items May 2020 - Invoice received May 2021		£61.65	£12.31	£73.96
BP1197	Rasen Hardware & DIY	Various Items June 2020- Invoice received May 2021		£75.10	£15.02	£90.12

BP1198	Rasen Hardware & DIY	Various Items July 2020- Invoice received May 2021		£70.29	£14.04	£84.33
BP1199	Sparkle	Office Cleaning May		£100.00		£100.00
BP1200	Welton trees	Tree work Bell Park		£350.00		£350.00
BP1201	LALC	CiLCA Training courses		£200.00	£40.00	£240.00
BP1202	WLDC	Defib service membership (Willingham Road)		£83.33	£16.67	£100.00
BP1203	MSC Trade Contractors	10% securing deposit encapsulation roof project	£3,137.00		£627.40	£3,764.40
BP1204	Pestcotek	Mole inspections May		£100.00	£20.00	£120.00
Sub totals			£3,492.00	£6,552.53	£836.18	£11,930.74
	Payment Totals		£4,478.46	£7,704.14	£992.69	£14,225.32

It was requested that a report be brought to the next meeting highlighting the numbers of Moles caught.

Action point: Clerk to arrange for report to be brought to the next meeting.

12. To consider a funding request from Lincolnshire Lowland Search and Rescue.

It was RESOLVED to make a S137 grant of £20 to Lowland Search and Rescue

13. To receive and note the Internal Audit Report 2020/21.

Members noted the report, and it was RESOLVED to receive the report.

14. To resolve the responses to the Annual Governance Statement 2020/21.

Members RESOLVED positive responses to all elements of the Annual Governance Statement 2020/21.

15. To approve the Accounting Statements 2020/21

Members considered the accounting statement and RESOLVED they be approved and signed.

16. To approve the dates for the excise of public rights 2020/21 as Monday 7th June – Friday 16th July 2021.

It was RESOLVED to approve the dates for the excise of public rights 2020/21 as Monday 7th June – Friday 16th July 2021.

17. To resolve to suspend standing order 7 to allow for consideration of agenda item 18 and to immediately reinstate standing order 7 following the close of agenda item 18.

It was RESOLVED to suspend standing order 7 to allow for consideration of agenda item 18 and to immediately reinstate standing order 7 following the close of agenda item 18.

Standing order 7 suspended.

18. Proposed by Councillor S. Bunney that the dates of Full Council for the remainder of the municipal year 2021/22 be changed to the second Wednesday of each month (excluding August).

It was RESOLVED that the dates of Full Council for the remainder of the municipal year 2021/22 be changed to the second Wednesday of each month (excluding August).

Standing order reinstated.

19. Proposed by Councillor S. Bunney that the council resolve to offer reduced Festival Hall hire fees of £10 per session (to cover costs) for a Community Youth Group.

It was RESOLVED resolve to offer reduced Festival Hall hire fees of £10 per session (to cover costs) for a Community Youth Group.

20. To review and adopt the Risk Management Register and the Retention Policy, and to adopt Market Rasen Town Council's Three-Year Vision and Strategy.

It was RESOLVED to adopt the Retention Policy and Three-Year Vision and Strategy unchanged and to adopt the Risk Management Register subject to the recommended alterations within the officer report.

21. Risk Management.

None.

22. To resolve that under the public bodies (admission to meetings) act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

It was RESOLVED that under the public bodies (admission to meetings) act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

the public and press left the meeting at this stage.

23. Market Place update.

Members noted a confidential verbal report it was RESOLVED to delegate further negotiations to the Clerk in conjunction with the Chairman subject to the limitations discussed.

24. Agenda Item 7 continued Committees:

To NOTE the draft minutes of the HR Committee held on the 20th May 2021 (Copies circulated) and to resolve to adopt or not the recommendations within those minutes including:

- **An increase to 25 hours per week for the new Maintenance Operative role.**
- **A trial period of flexible home working.**
- **Reduced public office opening hours.**
- **Staff salary spinal point review recommendations.**

Councillor Pilley, as Chairman of the HR committee introduced the minutes and provided further information. Members noted the minutes and RESOLVED to adopt all of the recommendations included within the minutes.

The meeting closed at 20:40

Signed -----
14th July 2021