



EARL SHILTON TOWN COUNCIL

Notice is hereby given that the **Annual Meeting** of Earl Shilton Town Council (Full Council) will be held on **Tuesday 25 May 2021 The Independent Chapel, 89 High St., Earl Shilton, LE9 7LR**, starting at **7.30pm** for the transaction of the business detailed on the agenda below. Members of the Full Council are legally summoned to attend by please. The public and media are cordially invited to attend but will be excluded from any items declared as *confidential* within the meaning of the Public Bodies (admissions to meetings) Act 1960.

ME Jackson
Town Clerk
21, Wood Street
Earl Shilton LE9 7NE
01455 843386

Dated: 17 May 2021

AGENDA (website <https://www.earlshiltontc.org.uk>)

- 21/001** Chairman's welcome and opening remarks especially to the newly elected members of Church and Westfield Wards of the Town Council followed by:
- a. Election of a Chairman and Town Mayor for the Civic Year 2021/22.
 - b. Election of a Deputy Chairman and Deputy Town Mayor for the Civic Year.
- 21/002** To receive apologies for Town Cllr Member absence.
- 21/003** Declarations of interests. To receive disclosures of member's interests, i.e. the existence and the nature of those interests in respect of items on this agenda.
- 21/004** To receive and approve as a true record the minutes of Full Council meeting held on Thurs 22 April 2021.
- 21/005** Public Participation:
- a. Public speaking protocol – requests received by the protocol deadline to be submitted to the Clerk with details of the agenda item they wish to address/relate to.
 - b. That the meeting be adjourned to allow members of the public to make representation about items that are not on the agenda (*Electors' Time*).
- 21/006** To note and receive any reports from County and Borough Cllrs.
- 21/007** To receive any form of Neighbourhood Police report pertaining to Earl Shilton including the local Beat Team report for April dated to May 2021.
- 21/008** To note and receive any reports from *member* representatives to recent (remote/virtual) non-Town Council outside bodies, meetings, events or working parties excluding Police reports and the Town Team Working Group (TTWGp) including relevant late items received since this agenda was published.

- 21/009** To invite/nominate member representatives to attend meetings/events that are not Town Council initiated including remote and late relevant invitations too.
- a. Wed 09 Jun 21, 10.00 a.m. till 12 noon & Thurs 10 Jun 21, 6.30 p.m. till 8.30 p.m. - Rescheduled HBBC Rural Conference by virtual means.
 - b. Late relevant items.
- 21/010** To receive minutes, draft minutes (04 May 21) and or a verbal report on Leisure, Parks, Cemetery and Open Spaces (LPCOS) Cttee meetings or business of interest and possible concern plus any immediate recommendations for spending from the annual budget or *Reserves*.
- 21/011** To receive a written, (minutes of the 04 May 21 meeting), and or verbal report from the Chairman of the Events Cttee regarding recent meetings and or pandemic lockdown updates concerning 2021 events.
- 21/012** Correspondence received including relevant late items received:
- a. West Leics Community 1st Responder Gp (WLCFR Gp) Annual Report and request for continued financial support.
 - b. Late relevant items.
- 21/013** To appoint members to Committees and Working Parties of Council for the forthcoming year:
- Staffing Cttee, (6 members).
 - LPCOS Cttee, (6 to 8 members).
 - Events Cttee, incorporating Public Events, (5 members).
 - Finance & Policy Working Party, incorporating the Community Fund, Annual Risk Assessment, Standing Orders and Financial Regulations Reviews, (5 members).
 - Planning Cttee, incorporating SUE, Town Plan & Town Team Working Group, (6 members).
- (N.B. The Council Meetings Calendar will be updated accordingly as and when the Cttees/Working Parties have their initial meetings and appoint their Chairman and Deputy Chairman).
- 21/014** To approve:
- a. The motor mileage rate payable to councillors and staff when travelling on official Council business or training – 45 pence per mile or appropriate refund of public transport costs.
 - b. To retain current Council subscriptions, (listed in the agenda pack), e.g. LRALC, unless changed by resolution.
 - c. Banking signatories. Council to decide signatories for the Unity Trust Bank Ltd current account, (Town Clerk and 5 members required) and the Public Sector Deposit Fund/CCLA account, (5 members but not Town Clerk required).
 - d. To declare the number of the Town's electors as **8,106** and the Section 137 (Local Government Act 1972) expenditure allowed per elector for the financial year 2020/21 to be **£8.41 per elector** as per promulgated by higher authority.

e. To confirm Town Council key holders as all appropriate permanent staff and the Chairman.

- 21/015** To receive the Town Clerk's Finance Report including late relevant items and:
- a. A motion to resolve the receipt and approval of the monthly ESTC accounts for April 2021 as a true statement of ESTC accounts as at 30 Apr 21.
(The three Cashbook reconciliations for signature by the meeting Chairman)
 - b. Financial Year End 2020/21 & AGAR part Statement. To note and receive the independent Internal Auditor's report and statement.

21/016 To receive the Town Clerk's *general* report including relevant late items received since this agenda was published.

- 21/017** Planning applications/correspondence received as a Town Council 'consultee' from HBBC, adjacent Districts and or LCC as *Local* or *County* Planning Authorities. Also to:
- a. Note a Planning Cttee Chairman's verbal or written reports and possibly, discuss and receive non-private session items from the Planning Cttee; e.g. a verbal/written report from any Planning Cttee meeting or communications, especially regarding major or controversial applications concerning the Town including:
 - b. Relevant late applications/et al received since the Cttee agenda was set.

Confidential Items – in accordance with the Public Bodies (Admissions to Meetings) Act 1960, the press and public will be excluded from the agenda items below by reason of the confidential nature of the business to be discussed and will be requested to withdraw. Members will resolve to go into *Private Session*.

21/018 Planning matters which should be heard in private session:

To consider the issues/updates from the Chairman/Town Clerk/Members or others regarding the:

- a. The *Premises projects* – update re new Library Office facility and public toilet. Additionally, Town Team Working Group (TTWGp) information regarding a possible site for housing the ESTC Groundcare Team and, for example, the ESA Boxing Club.
- b. TTWGp meeting notes of if available.
- c. Earl Shilton Sustainable Urban Extension (ES-SUE) – Consortium revised '*heads of terms*' for an access land - update if any.
- d. Late relevant confidential items received since this agenda was set.

21/019 Staffing Cttee issues including:

- a. Staff sick absence reports for at least 2 employees.
- b. Legacy legal matters updates including – the impending Employment Appeals Tribunal (EAT).
- c. Relevant late items received since this agenda was published.

21/020 Final amicable settlement of the Mill Lane Cemetery grave space deed issue.
Last Item.

