



**Councillors present:** Cllrs Moss (Chair), Hussain (Vice-Chair), Aiyoola, Bamisilie, Cook, Forbes, Robertson, Saunders

Also present: Mandy Shipp-Assistant to the Clerk, Karen Hill Interim Clerk and 6 members of the public including Ross Webb

**Absent:** Cllrs Barby, Khan, Khatoon, Oladepo, Orimogunje

| TC20/242 | <b>1.Update from the Mayor</b><br>It was <b>NOTED</b> that there was no update to be received regards to the Mayors prior and forthcoming engagements.  |           |                |           |  |  |  |
|----------|---|-----------|----------------|-----------|--|--|--|
| TC20/243 | <b>2.Apologies for absence</b><br>The following apologies were <b>RECEIVED</b> and <b>NOTED</b> .<br>Cllr Riaz – Work   |           |                |           |  |  |  |
| TC20/244 | <b>Public questions:</b> It was <b>RESOLVED</b> to respond formally to the public questions received via written reply outside of the meeting   |           |                |           |  |  |  |
| TC20/245 | <b>3.Declarations of interest in any matter on the agenda</b><br>There were no declarations made  |           |                |           |  |  |  |
| TC20/246 | <b>4.Minutes:</b><br>It was <b>proposed</b> by Cllr Moss to approve the minutes held on 26 <sup>th</sup> January 2021. this was seconded by Cllr Hussain. It was <b>RESOLVED</b> to approve the minutes of the Full Council Meeting held on the 26 <sup>th</sup> January 2021 as a true and correct record.   |           |                |           |  |  |  |
| TC20/247 | It was <b>proposed</b> by Cllr Moss to approve the minutes held on 4 <sup>th</sup> February 2021 this was seconded by Cllr Saunders. It was <b>RESOLVED</b> to approve the minutes of the Special Full Council meeting held on 4 <sup>th</sup> February 2021 as a true and correct record.<br>There was one abstention due to this Cllr not being in attendance.  |           |                |           |  |  |  |
| TC20/248 | It was <b>RESOLVED</b> to defer the minutes of the Extra Ordinary Full Council meeting held on 17th February 2021 to the next Full Council Meeting on 23 <sup>rd</sup> March 2021   |           |                |           |  |  |  |
| TC20/249 | <b>6a. Councillor Business: Co-option</b><br>It was <b>RESOLVED</b> to vary the order of the agenda to hear item 6 a, as the next piece of business. Following a small discussion, it was <b>RESOLVED</b> to unanimously co-opt Ross Webb for the vacant councillor position for Stacey Bushes Ward<br>19:28 Cllr Bamisilie arrived   |           |                |           |  |  |  |
| TC20/250 | <b>6.Pump track</b><br>The update was <b>RECEIVED</b> it was <b>proposed</b> by Cllr Moss and seconded by Cllr Cook that the initial maintenance for the first 12-24 months from installation should be undertaken by the contractor and following on from this, the long-term maintenance would fall to the caretakers who would undertake visual inspections as required.<br>It was <b>RESOLVED</b> to agree to the above and pursue this project and to thank the Projects Officer for her report. |           |                |           |  |  |  |
| TC20/251 | The order of the agenda was resumed from this point<br><b>5.Finance:</b><br>a) <b>Accounts:</b> It was <b>proposed</b> by Cllr Moss and seconded by Cllr Saunders to agree to the accounts for the month of January. It was <b>RESOLVED</b> to approve the accounts for January   |           |                |           |  |  |  |
| TC20/252 | b) <b>External Audit 2019/20:</b> The report was <b>RECEIVED</b> , it was <b>NOTED</b> that the public notification required completion and display.  |           |                |           |  |  |  |
| TC20/253 | c) <b>Interim Internal Audit</b> – It was <b>RESOLVED</b> to note the Internal Audit report and to implement actions arising as below   |           |                |           |  |  |  |
|          | <table border="1"> <thead> <tr> <th></th> <th>Recommendation</th> <th>Actioner/</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>  |           | Recommendation | Actioner/ |  |  |  |
|          | Recommendation  | Actioner/ |                |           |  |  |  |
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| TC20/254 | <b>Christmas Lights</b>   | It is recommended the market is tested in relation to the Christmas lights contract to ensure the contractor is offering good value.  | Community Officer   |
|          | <b>Credit Card</b>  | It is also recommended the monthly credit card statement is reported to Full Council to ensure members are aware of how the credit card is being used. This will also deter any possible future misuse of the credit card.  | Finance Officer     |
|          | <b>Caretaker fuel card/budget</b>   | It is recommended a system is put into place which will allow the caretakers to know how much of their budget is left to ensure the use of the credit card does not cause the budget to be overspent  | Finance Officer     |
|          | <b>Budget headings</b>  | It is recommended to implement a simple spreadsheet system to enable staff members to know how much of their budget is spent or committed.  | Finance Officer     |
|          | <b>Asset Register</b>   | To be reviewed after year end   | Cllrs to assist     |
|          | <b>PAYE</b>   | It is recommended the RFO log into the Government Gateway account for the council periodically as a double check that the payments due match what is expected. It is also a double check that the payroll provider is properly uploading RTI submissions to HMRC. | Finance Officer/RFO |
| TC20/255 | <p>d) <b>CCLA property fund:</b> It was <b>RESOLVED</b> to <b>NOTE</b> the quarterly statement.</p> <p>e) <b>Citizens Advice Bureau (CAB)</b> – Receive the report and agree how to proceed with the services offered by CAB for the parish.</p> <p>The report was <b>RECEIVED</b>. It was unclear as to just how CAB were intent on taking their provision of services forward, or what services they could provide under current regulations. There was no real proposal for taking the service provision forward post Covid either. It was therefore, <b>proposed</b> that until a detailed report with clarification of what CAB hoped to provide and in what format and to whom the service would be provided that Councillors would earmark the funds allocated to CAB in this financial year for use if a satisfactory proposal was forthcoming.</p> <p>A vote was taken, with 1 abstention. It was <b>RESOLVED</b> to agree to the above</p> <p>f) <b>Parish Precept:</b> Receive the precept requests for all parishes 2021/2022 The report was <b>NOTED</b></p> |   |                     |
| TC20/256 | <p><b>6.Councillor Business:</b></p> <p>b) <b>Election Strategy:</b> Consider the strategy to publish the elections and agree any actions. The election pack was <b>RECEIVED</b>.</p> <p>c) It was <b>RESOLVED</b> that Cllr Saunders and Cllr Hussain would write a piece to go into the next issue of the newsletter on the elections. At present there was uncertainty on who would be standing and whether this would result in an election</p> <p>Karen Hill advised Cllrs that forms for elections needed to be returned to the elections officer by them as individuals.</p> <p>d) <b>Council Plan:</b> The deferred update on the 3-year Council Plan was <b>RECEIVED</b> It was <b>proposed</b> by Cllr Saunders and seconded by Cllr Moss to remove the parts of the</p>  |   |                     |
| TC20/257 |   |   |                     |
| TC20/258 |   |   |                     |

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| <p>TC20/259</p> | <p>plan that had been achieved due to the document being large in size. Cllrs <b>RESOLVED</b> to agree to this.</p> <p>e) <b>Councillor equipment:</b> The following update was <b>RECEIVED</b>.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Current situation</b></p> <ol style="list-style-type: none"> <li>1. I contacted our IT provider as Cllr Saunders is unable to access outlook and viewing/editing attachment with the online 365 system unless she goes in via the app which is through Edge browser and slower than when opened on the desktop. All councillors are provided with an essentials licence which originally had a bolt on for opening outlook via the desktop, this was formerly a free service that went hand in hand with this licence (not all Cllrs had this) however this is no longer running as it was a free service and has been superseded by a Business Basic</li> <li>2. All councillors who are elected or co-opted have the option to be provided during their time with WGTC with a laptop to carry out the essential business of the council and this is where there is supply/budget is available. Cllr may use their own equipment if there is no other facility available and will be provided with the licence in order to carry out this work.</li> </ol> <p>Few responses were received further to the email that Cllr Moss sent out on 02.02.21 requesting for Cllrs to respond “if you could let me know how you access our IT and if you have any issues”</p> <p>Cllr laptop 07 formerly for a previous councillor has now been allocated to the interim Clerk so that she can work effectively from home. Cloudy IT have upgraded and also added Swyx so that she is able to make calls as required</p> <p><b>Proposal Item 1</b></p> <ol style="list-style-type: none"> <li>1. As no responses were received from Cllrs regards to experiencing issues, Cllrs to work with what you have currently, Cllrs are still able to access email and any files that they need to open without having to increase the cost to the council which has not been budgeted for</li> <li>2. If Cllrs wish to upgrade to Business Basic per councillors request it will be approx. £6 extra per month per councillor on top of the fee that WGTC currently pay which is £3.80 per Cllr 9.80 (£1764 p/a)</li> </ol> <p><b>Proposal Item 2</b></p> <ol style="list-style-type: none"> <li>1. 0% increase in the precept has an impact on what budget WGTC have available Where possible ask that Cllrs use their own equipment to undertake their duties using the supplied licence for 365 which allows them to access emails as required.</li> <li>2. Look to create a bank of laptops to cover all councillors when they are in post.</li> </ol> </div> <p>It was <b>AGREED</b> that Cllr Cook will return her unused laptop as was using her own equipment. It was <b>RESOLVED</b> to ask Cloudy IT to contact Cllr Saunders to set her up with Chrome browser rather than Edge in the first instance.</p> <p>It was <b>RESOLVED</b> to explore the alternative routes for those Cllrs that were having issues with their laptops if the above was not successful for Cllr Saunders and Cllr Bamisilie.</p> <p>It was <b>RESOLVED</b> not to create a bank of Cllr laptops with the elections due and await the outcome of this.</p> <p>f) <b>Website:</b> The following update on site security was <b>RECEIVED</b> and <b>NOTED</b></p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Background</b></p> <p>Cllr Moss informed me that there appeared to be an issue with the WGTC website security, if this is not resolved then the current platforms will not be able to host these in the future.</p> <p><b>Current situation</b></p> </div> |
|                 | <p>TC20/260</p>   |

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| <p><b>TC20/261</b></p>   | <p>I contacted our web provider who have advised that this is to do with our site not having an SSL certificate. Vision ICT advise certain websites start with http:// and others start with <a href="https://">https://</a>. The latter are websites with an SSL Certificate, which informs us that the website we are on is encrypted. This is for security on websites where you are putting in personal information, this basically means that any message can be encrypted so that should it be intercepted by a hacker that the person trying to hack is unable to decipher what was in the original content of the message, only the person that it was originally intended for will be able to unlock it</p> <p><b>Solution</b></p> <p>Vision ICT advise that if WGTC would like your site to show as "secure" WGTC will need to purchase an SSL Certificate. This cost £125+VAT for set up and the first year and then £50+VAT annually from year 2 onwards. This will mean WGTC website will be marked as secure and have encryption across the entire site, including enquiry forms and any login areas.</p> <p><b>Proposals</b></p> <ol style="list-style-type: none"> <li>1. Check with Cloudy if they offer this service.</li> <li>2. Check what alternatives we have to our current provider!</li> <li>3. Pay to be secure with our current provider</li> </ol> <p>It was <b>proposed</b> by Cllr Moss and seconded by Cllr Hussain to pay for a secure http service with the current website provider per proposal 3</p> <p>It was <b>RESOLVED</b> to pay for the service which would add the security for the town council website.</p> <p><b>g) Compliments and Complaints:</b></p> <p>Cllrs <b>NOTED</b> the compliments in the August and November log and <b>NOTED</b> the complaints in the December to February log. Particular mention was made with regards to the newsletter delivery. It was <b>NOTED</b> that the newsletter was not junk, however, it was <b>RESOLVED</b> that any letter boxes with a label stating no junk, need not be delivered to in the future</p> |
| <p><b>TC20/262</b></p> <p><b>TC20/263</b></p> <p><b>TC20/264</b></p> | <p><b>7.Town Hall –</b></p> <ol style="list-style-type: none"> <li>a) <b>Replacement Macerator:</b> It was <b>RESOLVED</b> unanimously to replace this ASAP using the quotation received.</li> <li>b) <b>Electric Vehicle Charging Point at the Town Hall:</b> The updated report was <b>RECEIVED</b> with pricing for the EVP point; however Cllrs were unclear of the original pricing which was on another report and not included. As it had been deferred again it was <b>RESOLVED</b> that they were unable to make decision at this point and to defer this piece until the next meeting and include the original pricing as part of the report</li> <li>c) <b>Update on Solar Panels for the Town Hall –</b> the progress report was <b>RECEIVED</b> and there was no decision to make</li> </ol>   |
| <p><b>TC20/265</b></p>   | <p><b>8.Easter Egg Hunt:</b> The proposal for this event was <b>RECEIVED</b> concerns with the lack of Risk Assessment and time to plan this event to be secure were raised.</p> <p>It was <b>proposed</b> by Cllr Saunders and seconded by Cllr Moss to allocate a budget of £250 for a community sponsored treasure hunt to be held as a ‘virtual’ event around each of the parish estates similar to the advent windows.</p> <p>It <b>RESOLVED</b> by Cllrs to agree to the above</p>  |
| <p><b>TC20/266</b></p> <p><b>TC20/267</b></p>                        | <p><b>9.Festive lights display 2021 –</b> Cllrs to consider the proposals for the Christmas tree and 2021 festive display and agree on how to pursue, the following proposals were agreed by Council:</p> <ol style="list-style-type: none"> <li>1. It was <b>proposed</b> by Cllr Moss and seconded by Cllr Saunders to consider moving forwards with the resolution previously agreed and engage with Danny Quinn and Bridgman Landscapes to hear what they were proposing regards to the Christmas tree. It was <b>RESOLVED</b> to agree to the above</li> </ol>   |

