



Lutterworth Town Council

Coventry Road
Lutterworth
Leicestershire
LE17 4SH

Carol Mobbs
Town Clerk
e-mail: townclerk@lutterworth.org.uk

Telephone: (01455) 550225
www.lutterworth.org.uk

4th October 2021.

Dear Councillors,

You are hereby **Summoned** to attend the meeting of Lutterworth Town Council on Tuesday 12th October 2021 at **7pm** to be held at the Town Council Offices.

Members are reminded that apologies for absence for all council meetings should be reported to the Town Council Office to ensure that they are correctly recorded.

The purpose of the meeting is: -

- 21/122. **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE.**
- 21/123. **TO RECEIVE ANY DECLARATIONS OF INTEREST AND TO CONSIDER REQUESTS FOR DISPENSATIONS FROM MEMBERS ON MATTERS IN WHICH THEY HAVE A DISCLOSABLE PECUNIARY INTEREST.**
- 21/124. **TO APPROVE AS A CORRECT RECORD OF THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 14th SEPTEMBER 2021.** (Pages 5 – 10)
- 21/125. **TO APPROVE AS A CORRECT RECORD OF THE MINUTES OF THE PLANNING & HIGHWAYS COMMITTEE MEETING HELD ON 7th SEPTEMBER 2021 AND TO APPROVE ANY RECOMMENDATIONS CONTAINED HEREIN.** (Pages 11 – 12)
- 21/126. **TO APPROVE AS A CORRECT RECORD OF THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 16th SEPTEMBER 2021 AND TO APPROVE ANY RECOMMENDATIONS CONTAINED HEREIN.** (Pages 13 – 14)
- 21/127. **TO APPROVE AS A CORRECT RECORD OF THE MINUTES OF THE EVENTS COMMITTEE MEETING HELD ON 20th SEPTEMBER 2021 AND TO APPROVE ANY RECOMMENDATIONS CONTAINED HEREIN.** (Pages 15 – 16)
- 21/128. **TO APPROVE AS A CORRECT RECORD OF THE MINUTES OF THE HEALTHCARE WORK PARTY MEETING HELD ON 22ND SEPTEMBER 2021 AND TO APPROVE ANY RECOMMENDATIONS CONTAINED HEREIN.** (Pages 17 – 22)
- 21/129. **TO APPROVE AS A CORRECT RECORD OF THE MINUTES OF THE EXTRAORDINARY TOWN COUNCIL MEETING HELD ON 22ND SEPTEMBER 2021 AND TO APPROVE ANY RECOMMENDATIONS CONTAINED HEREIN.** (Pages 23 – 24)
- 21/130 **THE EAST LUTTERWORTH COMMITTEE MEETING ON 27TH SEPTEMBER 2021 WAS CANCELLED.**

- 21/131. TO APPROVE AS A CORRECT RECORD OF THE MINUTES OF THE PLANNING & HIGHWAYS COMMITTEE MEETING HELD ON 5th OCTOBER 2021 AND TO APPROVE ANY RECOMMENDATIONS CONTAINED HEREIN.** (Pages 25 – 26)
- 21/132. TO RECEIVE THE TOWN MAYOR'S ANNOUNCEMENT.**
- 21/133. TO RECEIVE REPORTS FROM COUNTY AND DISTRICT COUNCILLORS.**
- 21/134. TO RECEIVE REPORTS FROM MEMBERS WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE TOWN COUNCIL.**
- 21/135. TO RECEIVE COMMENTS FROM THE PUBLIC.**
- 21/136. TO CONSIDER THE CLERKS REPORT:**
- a. **FINANCE.**
- Accounts Paid months 7 attached BACS totalling £6222.64 & £22672.45 (Pages 27 – 30)
Ratified Payments for month 6. (Pages 31 – 48)
- 21/137. PLANNING APPLICATIONS.**
- None to determine.
- 21/138. NOTICE OF CONCLUSION OF AUDIT.**
- Please find the notice of conclusion of Annual Governance Statement 2020-21. The external auditors report and certificate 2020-21 reports that there are no matters to be drawn to the local authority's attention. (Pages 49 – 58)
- 21/139. CONTINUED SERVICE FOR INTERNAL & EXTERNAL AUDIT THROUGH LRALC.**
- Lutterworth Town Council need to confirm that they are happy to continue to use the services provided by LRALC for both the internal & external auditors for 2021-22.
- 21/140. SUPPORT OF THE SECTION 106 SPORTS FUNDING APPLICATION.**
- The Town Council received an email dated 10th September 2021 asking for support the Wycliffe Bowls Club Section 106 application for a Petanque court which had previously been withdrawn in 2020. We have since received another email confirming the application has been put on hold, yet again and may be withdrawn due to issues with their preferred contractor. (59 – 62)
- 21/141. SUMMER EVENT.**
- The Town Council are asked to consider taking on the Summer Event as the Lutterworth Events Community Group are no longer able to organise the event.
- 21/142. LETTER RECEIVED FROM JAW MAINTENANCE & SYSTEMS LTD.**
- Jaw maintenance have been in contact with the retail forum and shop owners in respect of contributing towards further CCTV within the town centre with suggested locations at a cost of £9500.00.
- Jaw Maintenance will install the CCTV at cost price, and it will include a 3-year warranty with all hard drives and live screens being located within their offices. This will allow shop owners to view CCTV on a mobile app and the Town Council could have access remotely via a computer. The cameras can be set to notify if a person is known through facial recognition.

Jaw Maintenance are also looking to see if the Town Council would like to contribute towards the costs. (Pages 63 – 66)

21/143. LUTTERWORTH MUSEUM UPDATE.

The chairman will update the town Councillors on the current situation of the Lutterworth Museum.

21/144. EAST LUTTERWORTH UPDATE.

The chairman will give an update on East Lutterworth after a conversation has taken place with Alberto Costa MP.

21/145. NEXT MEETING

The date of the next meeting will be Tuesday 9TH November 2021 at 7 pm.

A handwritten signature in blue ink, appearing to read 'Carol Mobbs', with a long horizontal flourish extending to the right.

Carol Mobbs
Town Clerk

Linked to Cashbook 6

Entered Month 7
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
121 AGS CARPENTRY							
<i>XMAS TREE BARRIERS RE-MODEL</i>	22/09/2021	2262	1	594.00	0.00	594.00	0.00
					0.00	594.00	
501 LEICESTERSHIRE C.COUNCIL (ESPO)							
<i>Cleaning Products</i>	24/08/2021	6155230	1	67.56	0.00	67.56	0.00
<i>Office Furniture</i>	25/08/2021	6157078	1	440.40	0.00	440.40	0.00
<i>NOTICEBOARD - MAINT OFFICE</i>	07/09/2021	6173631	1	37.20	0.00	37.20	0.00
					0.00	545.16	
508 ELLIS WHITTAM							
<i>COMBINED CORE - YEAR 2</i>	01/10/2021	SINV028943	1	3,790.73	0.00	3,790.73	0.00
<i>LEGAL EXPENSE INSURANCE</i>	01/10/2021	SINV029133	1	197.08	0.00	197.08	0.00
					0.00	3,987.81	
803 HARBOROUGH DISTRICT COUNCIL							
<i>MAINTENANCE TARMAC CEMETERY</i>	20/09/2021	D0018538	1	216.74	0.00	216.74	0.00
					0.00	216.74	
814 H M REVENUE & CUSTOMERS							
<i>SALARIES SEPT 21 PAYE AB</i>	24/09/2021	24092021	1	1,510.35	0.00	1,510.35	0.00
					0.00	1,510.35	
1128 LEICS COUNTY COUNCIL PENSION							
<i>PENSION CONT SEPT 21 EEs AB</i>	24/09/2021	24092021	1	1,844.17	0.00	1,844.17	0.00
					0.00	1,844.17	
1201 LUTTERWORTH MOTOR COMPANY							
<i>Truck & Mower Fuel Charges</i>	31/08/2021	100	1	376.50	0.00	376.50	0.00
<i>Works to lights Truck KT68 DLJ</i>	14/09/2021	S 63810	1	164.94	0.00	164.94	0.00
					0.00	541.44	
1204 LEIC & RUTLAND ASSOC. OF PARISH & LOCAL							
<i>Chairmans Training - 9th Sept</i>	13/09/2021	19/1920	1	45.00	0.00	45.00	0.00
					0.00	45.00	

Linked to Cashbook 6

Entered Month 7
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
1601 PLANTOOL LTD							
<i>MINI BUILD TOWER HIRE</i>	09/09/2021	09092021	1	36.00	0.00	36.00	0.00
					<u>0.00</u>	<u>36.00</u>	
1602 PAYNE and BOND LTD							
<i>PAVILION/OFFICE KEYS</i>	09/09/2021	6372	1	141.05	0.00	141.05	0.00
					<u>0.00</u>	<u>141.05</u>	
1613 PEAR TECHNOLOGY SERVICES LTD							
<i>Technical Supp & Updates</i>	31/08/2021	131616	1	270.00	0.00	270.00	0.00
					<u>0.00</u>	<u>270.00</u>	
1917 SPORTS SUPPLIES							
<i>Xmas Mugs Overcharge</i>	18/01/2021	T162 ADJ	1	-90.00	0.00	-90.00	0.00
<i>2 Basketball Rings & Boards</i>	06/09/2021	T 920	1	588.00	0.00	588.00	0.00
					<u>0.00</u>	<u>498.00</u>	
1929 BLINK PRINT LIMITED							
<i>CAR PARK CENTENERY BOARDS</i>	28/09/2021	17566	1	108.00	0.00	108.00	0.00
					<u>0.00</u>	<u>108.00</u>	
1930 SHARNFORD HORTICULTURAL LTD							
<i>2HSS XP Oil 1 Ltr</i>	17/08/2021	151768	1	19.99	0.00	19.99	0.00
					<u>0.00</u>	<u>19.99</u>	
2017 TUDOR ENVIRONMENTAL							
<i>PEAT FREE COMPOST</i>	17/09/2021	0149212	1	313.92	0.00	313.92	0.00
					<u>0.00</u>	<u>313.92</u>	
2203 VIKING DIRECT							
<i>Postage Stamps</i>	07/09/2021	7516903	1	222.53	0.00	222.53	0.00
					<u>0.00</u>	<u>222.53</u>	
2307 WESTFIELD FARM EQUIPMENT							
<i>Cement/Ballast Lifebuoy Fix</i>	31/08/2021	INV-44158	1	29.88	0.00	29.88	0.00
					<u>0.00</u>	<u>29.88</u>	

Continued over page

Linked to Cashbook 6

Entered Month 7
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
2311	WPS INSURANCE BROKERS & RISK SERVICES						
<i>ADDITIONAL UNDER 25 INSURANCE</i>	30/09/2021	19580241	1	157.72	0.00	157.72	0.00
					0.00	157.72	
2403	ALAN BARNACLE						
<i>Sep 21 Burials and Ashes</i>	02/10/2021	02102021	1	645.00	0.00	645.00	0.00
					0.00	645.00	
2424	GRANART						
<i>COMMEMORATION PLAQUE</i>	14/09/2021	2248/21	1	117.60	0.00	117.60	0.00
<i>SCREWS/CAPS MEMORIAL PLAQUE</i>	29/09/2021	2272/21	1	13.57	0.00	13.57	0.00
					0.00	131.17	
2432	LUTTERWORTH TOWN HALL CHARITY						
<i>War Memorial Centenary 3.10.21</i>	07/09/2021	2608R	1	40.00	0.00	40.00	0.00
					0.00	40.00	
2440	THE NEW SWIFT FLASH						
<i>Centenary 1/4 pg Advert</i>	15/09/2021	MM0200875	1	78.00	0.00	78.00	0.00
<i>Quarter Page advert Centenary</i>	29/09/2021	MM0200937	1	78.00	0.00	78.00	0.00
					0.00	156.00	
2445	PKF ACCOUNTS & BUSINESS ADVISERS						
<i>AGAR 31 Mar 2021</i>	10/09/2021	SB20211968	1	1,200.00	0.00	1,200.00	0.00
					0.00	1,200.00	
2450	CROSS COUNTIES RADIO (S.C.R.A.)						
<i>WAR MEM CENTENARY RADIO</i>	19/09/2021	SUN0909	1	750.00	0.00	750.00	0.00
					0.00	750.00	
2466	SHED GROUNDS MAINTENANCE LTD						
<i>Grd Maintenance S-CSQ504/E489</i>	31/08/2021	20752	1	3,362.52	0.00	3,362.52	0.00
					0.00	3,362.52	
2474	AMAZON BUSINESS						
<i>Blackview BV5900 Mobile Phones</i>	05/09/2021	1477287845-2021	1	299.98	0.00	299.98	0.00
<i>LTC Karcher Vacuum Cleaner</i>	05/09/2021	GB1S0STFAEUI	1	119.19	0.00	119.19	0.00

Continued over page

Linked to Cashbook 6

Entered Month 7
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Blackview Phone Case-Red</i>	10/09/2021	ES1DS2NAEUI	1	15.68	0.00	15.68	0.00
<i>Mobile Screen Protector</i>	12/09/2021	1050190205-2021	1	10.35	0.00	10.35	0.00
<i>WHEELY BIN LIERS</i>	14/09/2021	1502258085-2021	1	40.72	0.00	40.72	0.00
<i>HENRY HOOVER SPARES</i>	23/09/2021	117866131-2021	1	22.49	0.00	22.49	0.00
<i>HEAVY DUTY CABLE TIE - POPPIES</i>	23/09/2021	151739321-2021	1	46.53	0.00	46.53	0.00
					0.00	554.94	
2490	S&L PERSONNEL LTD						
<i>Agency Staffing Charges</i>	07/09/2021	PIN-18604	1	445.50	0.00	445.50	0.00
<i>Agency Staffing Charges</i>	15/09/2021	PIN-18634	1	486.00	0.00	486.00	0.00
<i>TEMP OFFICE - SD</i>	29/09/2021	18665	1	486.00	0.00	486.00	0.00
					0.00	1,417.50	
2523	CHANDLERS FARM EQUIPMENT						
<i>Air Filter Honda 1004</i>	05/08/2021	555678	1	27.30	0.00	27.30	0.00
<i>Spark Plug</i>	06/08/2021	555894	1	2.76	0.00	2.76	0.00
					0.00	30.06	
2527	HS VIRTUAL						
<i>SEP MENTORING SUPPORT</i>	01/10/2021	01102021	1	118.13	0.00	118.13	0.00
					0.00	118.13	
2537	INTERACTION RECRUITMENT PLC						
<i>Agency Staffing Charges</i>	05/09/2021	INV2126688	1	435.38	0.00	435.38	0.00
<i>Agency Staffing Charges</i>	12/09/2021	INV2128192	1	625.60	0.00	625.60	0.00
<i>TEMPORARY GROUNDS RECRUIT-MR</i>	19/09/2021	2129685	1	498.79	0.00	498.79	0.00
<i>TEMP COVER MAINTENANCE</i>	26/09/2021	2131163	1	625.60	0.00	625.60	0.00
					0.00	2,185.37	
				Proposed Payment Total	0.00	21,672.45	