



**Eastwood Town Council**

120 Nottingham Road  
Eastwood  
Notts  
NG16 3NP

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12<sup>th</sup> May 2021

**Monday 17<sup>th</sup> May 2021 Annual Meeting of Eastwood Town Council**

**To; The Town Mayor and Members of Eastwood Town Council**

You are hereby summoned to attend the Annual Meeting of Eastwood Town Council to be held at 7.00 pm, Monday 17<sup>th</sup> May 2021 in the Council Chamber, 120 Nottingham Road, Eastwood, NG16 3NP.

Please note the following arrangements to comply with COVID regulations;

Maintain a 2 metre distance

Please bring a mask – I will confirm if they will be required closer to the time

Sanitise hands on entrance

Please avoid close contact during entrance/exit etc.

Members of the public are welcome to attend this Meeting. However, again, social distancing will need to be considered and numbers will be limited.

Yours sincerely

Debra Townsend  
Town Clerk

**AGENDA**

To avoid passing round paperwork, the attendance sheet for the meeting will be completed by the Clerk. Please also contact the Clerk before the Meeting with any declarations of interest (if appropriate).

**1. To Elect a Town Mayor for the Ensuing Year**

- To receive nominations
- To elect the Town Mayor of Eastwood for 2021/22
- To receive and sign the formal declaration of acceptance of office
- To confer the Chain of Office of Town Mayor
- Presentations/appreciations

**2. To Elect a Deputy Mayor for the Ensuing Year**

- To receive nominations
- To elect the Deputy Mayor of Eastwood for 2021/22
- To receive and sign the formal declaration of acceptance of office
- To confer the Chain of Office of Deputy Mayor

**3. To Receive Apologies for Absence**

**4. Prayers**

**5. Variation of Order of Business - (if required)**

**6. Declaration of Members Interests**

(a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to

be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item)

**(b)** Where a Member indicates that they have a Disclosable Pecuniary interest but wish to make representations regarding the item before leaving the meeting, those representations must be made under item **(c)** of Public Speaking.

**(c)** The Declarations of Interests for matters other than Disclosable Pecuniary Interests, Members will be asked to confirm that the record is correct.

**7. To confirm the Non-Confidential Minutes of the Town Council's Meeting on 12<sup>th</sup> April 2021 (attached at Item 7).**

**8. To note and accept the recommendations of the Non-Confidential Minutes of the Arts and Events Committee Meeting on 28<sup>th</sup> April 2021 (attached at Item 8).**

**9. To determine which additional items on any part of the Agenda should be taken with the public excluded.** If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: - "In view of the confidential nature of item ( ) to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item."

**10. Councillor Co-Option.**

To consider an application for co-option (attached at Item 10). The Council currently has one vacancy in Hilltop Ward.

**11. Reports of the Town Clerk.**

Members are reminded that it is their own responsibility to update their Registrations of Interest **as soon** as anything changes. This is a legal requirement and if not completed, in certain circumstances, may lead to prosecution.

**12. Group Leaders and Deputy Leaders of the Council.**

To agree Leader and Deputy Leader of the Council.

**13. To Appoint an Allotment Representative for 2021/22.**

**14. Review of representation on, or work with External Bodies and arrangements for reporting back, and to consider Town Council representation for other community groups suggested by Town Councillors.**

**15. In Accordance with Standing Orders, the following are to be considered.**

a) Review of the Delegation Arrangements to Committees, Sub-Committees, Employees and other Local Authorities (Covered under terms of reference)

b) Review of the Terms of Reference for Committees (attached at Item 15 i) ii) and iii))

i) Arts and Events

ii) Policy and Finance

iii) Personnel

c) Receipt of nominations to existing Committees

i) Arts and Events

ii) Policy and Finance

iv) Personnel

d) Appointment of any new Committees, and confirmation of;

i) terms of reference

ii) the number of members

iii) receipt of nominations (including substitutes where necessary)

e) Review and Adoption of;

i) Standing Orders - available to view on the website

<https://www.eastwoodtowncouncil.org.uk/policies-and-procedures.html>

ii) Financial Regulations - available to view on the website

<https://www.eastwoodtowncouncil.org.uk/policies-and-procedures.html>

- f) Review of arrangements, including any Charters with other Local Authorities and review of contributions made to expenditure incurred by other Local Authorities
- g) Review of inventory of land and assets including buildings and office equipment (attached at Item 15 g).
- h) Review and confirmation of arrangements for insurance cover in respect of all insured risks (reviewed Full Council 8<sup>th</sup> March 2021 (Minute Number TC080321/18) and 12<sup>th</sup> April 2021 (Minute Number TC120421/15).
- i) Review of the Councils and/or Employees Memberships of Other Bodies;
  - Members of Society of Local Council Clerks
  - Nottinghamshire Association of Local Councils
  - MAAT
- j) Review and adoption of the Policies and Procedures as follows;
  - i) Complaints Policy and Procedure
  - ii) Persistent Complainants and Vexatious Policy
  - iii) Equality and Diversity Policy
  - iv) Financial Reserves Policy
  - v) Grants Procedure
  - vi) Code of Conduct
  - vii) Freedom of Information
  - viii) Data Protection Policy
  - ix) Dealing with the Press/Media
  - x) Review of Employment Policies and Procedures. These will be reviewed by the Personnel Committee, and presented to Full Council for adoption at a future Meeting.

ALL POLICIES ARE AVAILABLE TO VIEW ON THE WEBSITE

<https://www.eastwoodtowncouncil.org.uk/policies-and-procedures.html>

**16. Review of Council's Expenditure under s.137 of the Local Government Act 2020/21 (attached at Item 16)**

**17. Setting of the Dates, Times and Place of Ordinary Meetings of the Full Council for the year ahead (attached at Item 17)**

**18. Cheque signatories**

To re-affirm cheque signatories and account access;

**TSB.** Presently there are 3 Signatories for the signing of cheques as follows;

Cllr S. Bagshaw

Cllr R. Bullock

J. Williamson (Deputy Clerk)

Electronic Banking;

J. Williamson (Deputy Clerk)

The Financial Regulations are adhered to, to ensure that safeguards are in place to ensure this minimises any potential risk to the Council.

**NAT WEST.** We currently have no access to the Nat West Account due to existing signatories not updating their details and others no longer being Councillors. It has previously been resolved to close this account and transfer funds to the TSB account, but this cannot be done without updating signatories. This will now require a visit to the bank to complete the forms and present ID.

**Council are asked to appoint two further signatories for TSB.**

**19. To approve the Accounts to Month Ending 31<sup>st</sup> April 2021 (attached at Item 19)**

**20. To approve the Internal Audit Report 2020/21(attached at Item 20)**

**21. Annual Governance Statement (attached at Item 21)**

To approve the Annual Governance Statement 2020/21.

**22. Accounting Statement (attached at Item 21)**

To approve the Accounting Statement 2020/21.

**23. To Confirm and Agree April/May 2021 Income and Payments (attached at Item 23 – an updated copy may be provided at the Meeting)**

**24. Mayors Allowance 2020/21**

To approve payment of the 2020/21 Mayors allowance of £500.00, to be paid to Cllr Susan Bagshaw.

**25. Levelling-Up Bid (Cllrs D. Bagshaw and M. Radulovic)**

To provide an update following the recent Meeting of the Oversight Board.

**26. Meeting Room Hire**

To agree a re-opening date for the hiring of the Chamber and request the Clerk to provide a report on reviewing current charging/hours of availability, as this has not been done for at least three years.

**27. Garden Service 2021**

Provision for the Council's Garden Service was made in the Town Council's Budget 2021/22 (£4000.00). Agreement is requested to extend the existing contract. The current contractor has agreed to do this at the same price as last year (he hasn't raised his prices for at least three years). This is seen as a very valuable service to residents. This will allow us to not increase our costs (depending on how many people apply for this service – price quoted is per garden).

The cost per garden is as follows;

Small Garden £28.00

Medium Garden £33.00

Large Garden £38.00

It is estimated that there may be up to 110 visits required, needing a variety of attention, including grass cutting, hedge and shrub trimming, clearance of pathways and weed clearance. Each applicant is allowed up to three visits. Work is normally carried out between May and September, depending upon the number of approved applications.

Councillors are requested to consider this proposal to allow this service to go ahead in the current year as the principle for this work is already agreed and money is in the budget.

**28. Allotment Fires**

At it's Meeting on 14<sup>th</sup> September 2021, Council agreed to ban fires at both allotment sites, and for this decision to be reviewed in six months. To replace fires, skips were provided at one site for five months and the othe site for six months at a cost of £2442.00. The Council have an allotment maintenance budget of £4400.00 for 2021/22 and have recently resolved to clear a number of sheds at the Dovecote Road site which costs are being established. Council's views are sought.

**29. Burial Notice Order**

To note the Burial Notice Order (attached at Item 29)

**30. Items for Information in the Information Folder**

All information has been emailed to all Members.

**31. Exclusion of the Press and Public**

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the Meeting due to the confidential nature of the business to be transacted.

**32. Meeting Close**