



Eastwood Town Council

120 Nottingham Road
Eastwood
Notts
NG16 3NP

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3rd May 2022

**Annual Meeting of Eastwood Town Council
Monday 9th May 2022 commencing at 7.00 p.m.
Town Chamber, 120 Nottingham Road, Eastwood NG16 3NP.**

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 9th May 2022 in the Council Chamber, 120 Nottingham Road, Eastwood, NG16 3NP.

Hand sanitisers are available at the entrance to the premises and in the Council Chamber.

Please submit apologies to the Council Office.

Yours sincerely

Sheena Trower

Sheena Trower CiLCA
Town Clerk

A G E N D A

Eastwood Town Council Annual Meeting Monday 9th May 2022 commencing at 7.00 p.m.

Councillors are reminded to complete the Attendance and Declarations of Interest Register

1. To Elect a Town Mayor for the Ensuing Year 2022 - 2023

- To receive nominations
- To elect the Town Mayor of Eastwood for 2022/2023
- 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 2022 - 2023

- To receive nominations
- To elect the Deputy Mayor of Eastwood for 2022/2023
- 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

(Members are reminded they have a duty to update Register of Interests held by Broxtowe Borough Council and Eastwood Town Council with any new or revised information).

(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 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 11th April 2022 as attached.

8. Open Forum

- (a) Public Participation
- (b) Nottinghamshire Police Reports
- (c) Nottinghamshire County Council Report
- (d) Broxtowe Borough Council Reports

9. To note and accept the recommendations of the Non-Confidential Minutes of the Arts and Events Committee Meeting on 19th April 2022 as attached. Update of meeting held 3rd May 2022 (Committee Chairman Cllr K. Woodhead).

10. 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 (28) 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."

11. Councillor Vacancy Eastwood Hall Ward closing date of publication

12. Report of the Town Clerk as attached.

13. Group Leaders and Deputy Leaders of the Council.

To agree Leader and Deputy Leader of the Council.

14. To Appoint an Allotment Representative for 2022/23.

15. 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.

16. 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 as attached.
 - i) Arts and Events
 - ii) Policy and Finance recommendation to Assets, Finance & Policy Committee
 - iii) Personnel
- c) Receipt of nominations to existing Committees
 - i) Arts and Events
 - ii) Assets, Finance & Policy Committee
 - 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 review of copy attached.
 - ii) Financial Regulations as website with recommendation to refer to Assets, Finance & Policy Committee for review.
- 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
- h) Review and confirmation of arrangements for insurance cover in respect of all insured risks (reviewed Full Council 14th March & 11th April 2022 (Minute Number TC042022/10)
- i) Review of the Councils subscription to Nottinghamshire Association of Local Councils due £1,713.70 for the period 2022 – 2023.
- 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 subject to consideration of adoption of revised Code of Conduct as attached.
 - vii) Freedom of Information
 - viii) Data Protection Policy
 - ix) Dealing with the Press/Media
 - x) Review of Employment Policies and Procedures.

All policies available on the Town Council website:-

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

17. To consider adoption of the General Power of Competence as report attached.

18. Setting of the Dates, times, and place of Ordinary Meetings of the Full Council for the year ahead

19. Cheque signatories

To re-affirm cheque signatories and account access.

TSB. Presently there are 4 Signatories for the signing of cheques as follows.

Cllr S. Bagshaw

Cllr R. Bullock

Cllr D. Bagshaw

Sheena Trower

Electronic Banking for endorsement.

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

20. To approve the Accounts to Month Ending 30th April 2022

21. To approve payment of the Mayor's Annual Allowance £500.00 for the period 2022 – 2023.

22. To approve the Internal Audit Report 2021/2022

23. To confirm external audit for submission to P. K. Littlejohn by 1st July 2022 following approval of internal audit report for financial year 2021 – 2022.

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

25. Eastwood Neighbourhood Plan update (Cllr M. Radulovic)

26. Christmas Lighting Eastwood Town update

27. 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.

28. Staff Matters

29. Date of next meeting Monday 13th June 2022