



**Eastwood Town Council**  
**120 Nottingham Rd, Eastwood**  
**NG16 3NP**

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**MINUTES OF THE ANNUAL MEETING OF EASTWOOD TOWN COUNCIL**  
**Held at the Eastwood Town Council Chamber NG16 3NP**  
**on Monday 9<sup>th</sup> May 2022 commencing at 7.00 p.m.**

Present: Cllrs S. Bagshaw (Mayor)

Cllrs D. Bagshaw, Mrs. K. Boam, M. Bullock, R. Bullock, Ms. J. Foxhall, Mrs. M. Hannah, M. Radulovic MBE, M. Seagrave, OK. Woodhead and R Woods.

Also present: Sheena Trower Town Clerk, Reverend David Stevenson and two members of the public.

**ETC1/2023 To Elect a Town Mayor for the Ensuing Year**

Councillor M. Radulovic proposed a vote of thanks to the outgoing Town Council Mayor, Councillor Mrs. S. Bagshaw for her dedication and hard work as Mayor for the last two years, during a very difficult period for everyone throughout the pandemic. Unanimously supported.

Proposed by Cllr R. Bullock, seconded by Cllr M. Bullock that: -

**RESOLVED that Cllr K. Woodhead be elected as Town Mayor for 2022/23. Cllr Woodhead read out the Declaration of Acceptance of Office of Town Mayor and signed the Declaration.**

**ETC2/2023 To Elect a Deputy Town Mayor for the Ensuing Year**

Proposed Cllr J. Foxhall and seconded Cllr M. Radulovic that: -

**RESOLVED that Cllr Mrs. K. Boam be elected as Deputy Town Mayor for 2022/23. Cllr Boam read out the Declaration of Acceptance of Office of Deputy Town Mayor and signed the declaration.**

**ETC3/2023 To Receive Apologies for Absence**

Apologies for absence were received from Councillors T. Aram, Mrs. E. Benton & N. Levett.

**ETC4/2023 Prayers**

Reverend David Stevenson gave opening prayers.

**ETC5/2023 Variation of Order of Business**

None

**ETC6/2023 Declarations of Members Interests**

Councillor Mrs. S. Bagshaw declared a non-pecuniary interest in Allotment Gardens

Councillor D. Bagshaw declared a non-pecuniary interest in Allotment Gardens

Councillor R. Bullock declared a non-pecuniary interest in Allotment Gardens

Councillor K. Woodhead declared a non-pecuniary interest in Allotment Gardens

Town Clerk left the meeting at exclusion of public order agenda item 28 Staff matters

**ETC7/2023 To Confirm the Non-Confidential Minutes of the Town Council's Meeting on 11<sup>th</sup> April 2022.**

**RESOLVED** to agree and sign the Minutes as a true and accurate record.

**ETC8/2023 To determine which additional items on the agenda should be taken with the public excluded.**

**RESOLVED** Item 28 Staff Matters.



- c) Receipt of nominations to existing Committees (Mayor & Deputy Mayor ex-officio on all Committees)

**RESOLVED that Committee members be agreed as follows:**

- i. **Arts and Events (7 members) Councillors** D. Bagshaw, Mrs. S. Bagshaw, Mrs. K. Boam, R. Bullock, M. Bullock, Ms. J. Foxhall, K. Woodhead.
- ii. **Assets, Finance & Policy (9 members) Councillors** Mrs. S. Bagshaw, Mrs. K. Boam, M. Bullock, R. Bullock, K. Woodhead.
- iii. **Personnel (7 members)**  
Councillors Mrs. S. Bagshaw, Mrs. K. Boam, R. Bullock, Ms. J. Foxhall, Mrs. M. Hannah, K. Woodhead.

Terms of reference to be circulated with Committee details.

- d) Appointment of any new Committees and confirmation of;
- a) terms of reference
  - a) the number of members
  - b) receipt of nominations

**None.**

- e) Review and Adoption of Standing Orders 2022 - 2023

**RESOLVED that these be approved and adopted.**

- f) Review of Financial Regulations  
**RESOLVED** refer to Assets, Finance & Policy Committee for review and recommendations.
- g) Review of arrangements, including any Charters with other Local Authorities and review of contributions made to expenditure incurred by other Local Authorities **None.**
- h) Review of inventory of land and assets including buildings and office equipment

**RESOLVED that the Asset Register referred to the Assets, Finance & Policy Committee for review.**

- i) Review and confirmation of arrangements for insurance cover in respect of all insured risks  
It was reported that this had been reviewed by Full Council on 8<sup>th</sup> March 2021 (Minute No 080321/18 and 12<sup>th</sup> April 2021 (Minute No. 120421/15).

**Noted.**

**ETC16/2023 Review and adoption of the Policies and Procedures**

**RESOLVED: -**

- |                                                                                |                                         |
|--------------------------------------------------------------------------------|-----------------------------------------|
| i) Complaints Policy and Procedure                                             | <b>Adopted</b>                          |
| ii) Persistent Complainants and Vexatious Policy                               | <b>Adopted</b>                          |
| iii) Equality and Diversity Policy                                             | <b>Adopted</b>                          |
| iv) Financial Reserves Policy                                                  | <b>Adopted</b>                          |
| v) Grants Procedure                                                            | <b>Adopted</b>                          |
| vi) Code of Conduct                                                            | <b>Defer review new Code of Conduct</b> |
| vii) Freedom of Information                                                    | <b>Adopted</b>                          |
| viii) Data Protection Policy                                                   | <b>Adopted</b>                          |
| ix) Dealing with the Press/Media                                               | <b>Refer to next meeting</b>            |
| x) Review of Employment Policies and Procedures including Lone Working Policy. | <b>Refer to Personnel Committee</b>     |

(vi) **Approved** That the new Code of Conduct to include referral to non-acceptance of abusive, disrespectful or vexatious behaviour from any person.

**ETC17/2023 Annual Subscription to Nottinghamshire Association of Local Councils** in the sum of £1713.70 for the period 2022 – 2023.

**RESOLVED** approved for payment.

**ETC18/2023 To consider adoption of the General Power of Competence** Report circulated referring to the legal requirements to consider adoption of the power.

**RESOLVED:** - That the Council hereby confirms it meets the eligibility criteria for adoption of the General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and as such adopts the General Power of Competence.

**ETC19/2023 Setting of the Dates, Times and Place of Ordinary Meetings of the Full Council for the Year Ahead**

**RESOLVED:** -

Calendar as attached approved.

All meetings take place in the Eastwood Town Council Chamber at 120 Nottingham Road Eastwood NG16 3NP unless otherwise notified by public notices

|                             |                                        |                |
|-----------------------------|----------------------------------------|----------------|
| Town Council Meeting        | Monday 13 <sup>th</sup> June 2022      | 7.00 p.m.      |
| Town Council Meeting        | Monday 11 <sup>th</sup> July 2022      | 7.00 p.m.      |
| No meeting held in August   |                                        |                |
| Town Council Meeting        | Monday 12 <sup>th</sup> September 2022 | 7.00 p.m.      |
| Town Council Meeting        | Monday 10 <sup>th</sup> October 2022   | 7.00 p.m.      |
| Remembrance Sunday          | Sunday 13 <sup>th</sup> November 2022  | from 9.45 a.m. |
| Town Council Meeting        | Monday 14 <sup>th</sup> November 2022  | 7.00 p.m.      |
| Town Council Meeting        | Monday 12 <sup>th</sup> December 2022  | 7.00 p.m.      |
| Town Council Meeting        | Monday 9 <sup>th</sup> January 2023    | 7.00 p.m.      |
| Town Council Meeting        | Monday 13 <sup>th</sup> February 2023  | 7.00 p.m.      |
| Town Council Meeting        | Monday 13 <sup>th</sup> March 2023     | 7.00 p.m.      |
| Town Council Meeting        | Monday 10 <sup>th</sup> April 2023     | 7.00 p.m.      |
| Annual Town Meeting         | Monday 15 <sup>th</sup> May 2023       | 6.45 p.m.      |
| Annual Town Council Meeting | Monday 15 <sup>th</sup> May 2023       | 7.00 p.m.      |

(Election year 2023 date amended to allow for Election 4<sup>th</sup> May 2023 if contested)

Committee Meetings arranged as and when required.

**ETC20/2023 Bank signatories**

**RESOLVED:** -

- 1) that signatories for the TSB account be confirmed as Cllrs D. Bagshaw, S. Bagshaw, R. Bullock & S. E. Trower.
- 2) Electronic banking through TSB approved Town Clerk S. E. Trower with adherence to the Financial Regulations to ensure safeguards in place.
- 3) NatWest accounts under review.

**ETC21/2023 Internal & External Audit Accounts Year Ending 31<sup>st</sup> March 2022**

- a) Schedule of payments and receipts year ending 31<sup>st</sup> March 2022 as submitted to the Internal Auditor circulated. Noted family bereavement delayed release of internal audit report by Internal Auditors, Messrs. Pells.
- b) Submission of end of year accounts for external audit to P.K. Littlejohn by 1<sup>st</sup> July 2022, following completion of internal audit.

**RESOLVED:** - Noted.

**ETC22/2023 Mayor's Allowance 2022 – 2023**

**RESOLVED: -**

- a) Authorisation for Mayor's Allowance 2021 – 2022 payment to Cllr Mrs. S. Bagshaw in the sum of £500.00
- b) Authorisation for Mayor's Allowance 2022 – 2023 payment to Cllr K. Woodhead in the sum of £500.00.

**ETC23/2023 Financial Report**

- a) To Confirm and Agree Income and Payments for April 2022 as circulated.
- b) To consider purchase of hand-held flags for the Freedom of the Borough Parade 22<sup>nd</sup> June 2022.

**RESOLVED: -**

- i. Income and payments authorised as per attached schedule for April 2022.
- ii. That biodegradable quotation to provide 2000 handheld flags.

**ETC24/2023 Levelling-Up Bid**

An update was provided on the progress of the Levelling-up Bid by Cllrs D. Bagshaw and M. Radulovic with proposals for submission of the bid by Broxtowe Borough Council in early July 2022. Linked projects including Credible Edible noted, following report received from Cllr Hannah. Agreement to invite to future Council meeting noted.

**ETC25/2023 Eastwood Neighbourhood Plan**

**RESOLVED: -** item to be tabled following submission of LUF bid.

**ETC26/2023 Festive Lighting 2022**

**RESOLVED: -**

Quotations underway to provide festive lighting within the town for the festive period 2022. Site visit organised to take place 14<sup>th</sup> May 2022.

**ETC27/2023 Report of the Town Clerk**

**RESOLVED: -**

- a) **Request for additional disabled parking spaces within the town of Eastwood Email received from member of the public** - As a disabled member of the community, I write to ask if it is possible to have more designated disabled parking spaces in our town? I have impaired mobility and only able to walk a short distance these days and am frequently unable to find a space close to the shops - I doubt I am the only resident who encounters this difficulty. A quick count indicates that there are only handful of them. **Refer to County Council.**
- b) **Nottinghamshire County Council Community Fund Grant Award 2022** Eastwood Town Council has been awarded £6,000 match funding towards the cost of Heritage Gateway Signs by the County Council. The Council is now required to organise design of the sign in preparation for contractor Morrisons Signs. **Refer to Arts & Events Committee**
- c) **Formal invitation received from Broxtowe Borough Council Freedom of the Borough March to be held in Eastwood on Wednesday 22<sup>nd</sup> June 2022** All Members requested to submit confirmation of attendance.
- d) **Nottinghamshire County Council Lengthsman Scheme** information attached. Noted.
- e) **Tinsley Bridge improvements request** update at meeting. Report awaited.
- f) **Invitation to the Mayor of Eastwood Town Council 13<sup>th</sup> May 2022 to attend the Annual Town Meeting of Stapleford Town Council to be held from 7.45 p.m.** Noted.
- g) **Grant Appreciation Letters** received from Breathe Easy, Wellington Court Social Club,
- h) **Grant declined** request for further information from applicant. Grants considered subject to receipt of end of year accounts.
- i) **Nottinghamshire County Council Town & Parish Council Engagement Sessions** Thursday 26<sup>th</sup> May 2022 from 7 p.m. to 9 p.m. at West Bridgford. Noted.
- j) **Governance, Audit & Standards Committee Broxtowe Borough Council** copy of Monitoring Officer report available at meeting (emailed out to Members).
- k) **Broxtowe Borough Council Local Job Club Initiative** new date to be organised for meeting with Eastwood Town Council to be confirmed.
- l) **Laptop** the Council is requested to consider purchase of new laptop which is regularly used by staff for meetings. Budget of £650.00 estimated. **Referred to Personnel Committee.**

- m) **Complaint regarding condition of cemetery off Church Street, Eastwood** A resident submitted concerns regarding the condition of the cemetery; detailed passed on to the Borough Council representatives. Comments noted. Cllr Radulovic had organised inspection of the site by Broxtowe Borough Council with no evidence of anti-social activities taking place.
- n) **Agreed vexatious complaints to be referred to the Town Mayor for response.**
- o) **Eastwood Town Council entrance gates** now renovated and in good condition, together with boarding and repaint of the upper covered panels. **Unanimously supported.**

**ETC28/2023. 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.

**ETC29/2023 Staff Matters**

That Personnel Committee date to be organised.

The Meeting closed at 9.01 p.m.

**Payments authorised 9<sup>th</sup> May 2022**

| <b>Cheque Etc</b> | <b>VAT/etc</b> | <b>Payee</b>              | <b>Description</b>          | <b>Net</b>     | <b>VAT</b>    | <b>Total</b>   |
|-------------------|----------------|---------------------------|-----------------------------|----------------|---------------|----------------|
| 321/322           | E              | Employees                 | April Salaries and Wages    | 2507.71        | 0.00          | 2507.71        |
| 323               | E              | Broxtowe BC               | NNDR                        | 1397.20        | 0.00          | 1397.20        |
| 324               | V & E          | Town Council              | Postage Napkins/Plates      | 66.17          | 0.99          | 67.16          |
| 325               | NVR            | Wish Cloud Ltd            | Annual Web Hosting          | 270.00         | 0.00          | 270.00         |
| 326               | E              | Nottingham County Council | Pension                     | 179.10         | 0.00          | 179.10         |
| 327               | V              | Time Assured              | Clock Annual Service        | 120.00         | 24.00         | 144.00         |
| 328               | V              | ETC                       | Petty Cash                  | 50.00          | 0.00          | 50.00          |
| 329               | NVR            | Chestnut Garden Services  | Garden Maintenance          | 225.00         | 0.00          | 225.00         |
| 330               | V              | Broxtowe BC               | Grass and Hedge Maintenance | 2500.00        | 500.00        | 3000.00        |
| 331               | V              | Konica                    | Copier Charges              | 127.96         | 25.59         | 153.55         |
| 332               | NVR            | Eastwood St Marys Youth   | Grant                       | 100.00         | 0.00          | 100.00         |
| 333               | NVR            | Charlies on the Hill      | Buffet Mayors Civic Service | 455.00         | 0.00          | 455.00         |
| 334               | NVR            | Allotment tenant          | Allotment Bond Return       | 55.00          | 0.00          | 55.00          |
| 335               | V              | County Supplies           | Stationery and Stationery   | 79.14          | 15.83         | 94.97          |
|                   |                |                           |                             |                |               |                |
|                   |                |                           |                             |                |               |                |
|                   |                |                           |                             | <b>8132.28</b> | <b>566.41</b> | <b>8698.69</b> |

**Income Authorised 9<sup>th</sup> May 2022**

|                                    |                    |
|------------------------------------|--------------------|
| Bank interest TSB Number 2 account | £13.05             |
| Allotment rental income            | £2310.00           |
| Premises income                    | £1057.00           |
| Annual precept                     | £116,046.00        |
|                                    | <b>£119,426.05</b> |