

Eastwood Town Council 120 Nottingham Rd, Eastwood NG16 3NP Tel: 01773 719384 Email: townclerk@eastwoodtowncouncil.org.uk

# 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, 0K. 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 11th 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.

#### ETC9/2023 **Open Forum**

- a) **Public Participation**
- None b) Nottinghamshire Police Reports Apologies for absence c) Nottinghamshire County Council Apologies County Councillor E. Cubley

Concerns were expressed regarding condition of highways and pavements in the town; a list to be compiled and forwarded to the County Council for reference. Street furniture and road crossings also requiring attention and re-paint. Inferior quality pothole repairs reported. Recommendation photographic evidence of concerns to be sent with report to County Council. Concerns regarding Mansfield Road previous cable work installations had caused highway issues. A lady had sustained a significant injury on highway due to hole in road. Hilltop bus shelter leaking water, reported to Cllr Cubley. Request for update on funding expenditure on the town from County Council. Noted Plumptre Way in poor state and requiring surface dressing. Agenda item for next meeting.

#### d) Broxtowe Borough Council Borough representatives

Councillor Radulovic reported on (i) the forthcoming events to be held across the borough to recognise the Queen's Platinum Jubilee of 70 years on the throne. Tree planting, schools participating in events, (ii) Freedom of the Borough Regimental March planned for Eastwood 22<sup>nd</sup> June 2022. (iii) Discussion of development of at least six units of accommodation for homeless; noted existing facility in Stapleford. Land required for project. (iv) Business Covid Grants available (v) Cabinet structure approved for Broxtowe Borough Council from Annual Meeting 2022. (vi) Update on Levelling up fund bid.

The Mayor, on behalf of the Town Council, extended appreciation to Cllr Radulovic for his detailed report.

#### Non-confidential Minutes Arts & Events Committee 19th April 2022 ETC10/2023

In addition, update received from last meeting held 3<sup>rd</sup> May 2022 from the Chairman of the Committee, Cllr Woodhead.

**RESOLVED** the Minutes approved and signed by the Mayor.

# ETC11/2023 Leader and Deputy Leader of the Council

Proposed Cllr R. Bullock and seconded Cllr Mrs. M. Hannah

#### RESOLVED that for 2022 – 2023 Cllr D. Bagshaw continue in the role of Leader of Eastwood Town Council, and Cllr Radulovic, MBE the Deputy Leader.

#### ETC12/2023 **Councillor Vacancy**

One vacancy remains for consideration of co-option within the Eastwood Hall Ward. **RESOLVED: -**

That an extension to the vacancy closing date agreed to 16<sup>th</sup> May 2022.

#### ETC13/2023 To Appoint an Allotment Representative for 2022/23

# **RESOLVED** that Cllr R. Bullock be appointed Allotment Representative for 2022 – 2023.

#### ETC14/2023 Review of representation on, or work with External Bodies, and arrangements for reporting back, and to consider Town Council representation for other community groups as suggested by Town Councillors.

**RESOLVED:** defer to review on receipt of updates.

# ETC15/2023 In Accordance with Standing Orders, the following items were to be considered

Review of the Delegation Arrangements to Committees, Sub-Committees, Employees and other Local Authorities **RESOLVED** that this be Adopted.

#### b) Review of the Terms of Reference for Committees;

- i. Arts and Events with amendment to re-allocate Allotment Matters subject to review of terms and conditions to exclude allotments
  - ii. Amendment to Assets, Policy and Finance with recommendations within draft terms of reference.
- iii. Personnel

# **RESOLVED** that the Committees and Terms of Reference be adopted, subject to receipt of reviewed Terms of Reference for Arts & Events Committee.

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.** 

- 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.

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

#### **Refer to Personnel Committee**

(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  $\pm 1713.70$  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 13th 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 13th 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 12th December 2022	7.00 p.m.				
Town Council Meeting	Monday 9 <sup>th</sup> January 2023	7.00 p.m.				
Town Council Meeting	Monday 13th February 2023	7.00 p.m.				
Town Council Meeting	Monday 13th March 2023	7.00 p.m.				
Town Council Meeting	Monday 10th 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 15th 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 31st 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 <u>Mayor's Allowance 2022 – 2023</u>

#### **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  $22^{nd}$  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 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 Commitee
- 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 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.
- 1) **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 9th May 2022

Cheque						
Etc	VAT/etc	Payee	Description	Net	VAT	Total
321/322	Е	Employees	April Salaries and Wages	2507.71	0.00	2507.71
323	Е	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
			Grass and Hedge			
330	V	Broxtowe BC	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	<b>Buffet Mayors Civic Service</b>	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
				8132.28	566.41	8698.69

#### Income Authorised 9th May 2022

Bank interest TSB Number 2 account	£13.05
Allotment rental income	£2310.00
Premises income	£1057.00
Annual precept	£116,046.00
	£119,426.05