



Eastwood Town Council
120 Nottingham Road
Eastwood
Notts
NG16 3NP
Email townclerk@eastwood-tc.gov.uk

9th May 2023

To the Mayor & Members of Eastwood Town Council

**Annual Meeting of Eastwood Town Council
Monday 15th May 2023 commencing at 7.00 p.m.
at the Town Council Chamber, Nottingham Road, Eastwood NG16 3NP**

Dear Town Councillors

You are hereby summoned to attend the Annual Meeting of Eastwood Town Council to be held on Monday 15th May 2023 commencing at 7.00 pm in the Council Chamber, 120 Nottingham Road, Eastwood, NG16 3NP.

Town Councillors are required to complete the Declaration of Acceptance of Office before taking seat as a Councillor and submit Register of Interests form to the Clerk for despatch to Broxtowe Borough Council.

Please submit apologies to the Town Clerk before 12 noon on the day of the meeting.

Yours sincerely

Sheena Trower CiLCA
Town Clerk
Eastwood Town Council

EASTWOOD TOWN COUNCIL
ANNUAL MEETING TO BE HELD MONDAY 15TH MAY 2023
AT THE TOWN COUNCIL CHAMBER, NOTTINGHAM ROAD, EASTWOOD

A G E N D A

The meeting will be opened with a prayer.

Members are asked to sign the following documents: -

- Attendance record for the meeting
- Complete the Declarations of Interest sheet (if appropriate). These will be available in the Council Chamber on the reception desk.

1. To Elect a Town Mayor for the Ensuing Year

- To receive nominations
- To elect the Town Mayor of Eastwood for 2023 - 2024
- To receive and sign the formal Declaration of Acceptance of Office
- To confer the Chain of Office of Town Mayor
- Presentations/appreciations

2. To receive apologies for absence

3. To Elect a Deputy Mayor for the Ensuing Year

- To receive nominations
- To elect the Deputy Mayor of Eastwood for 2023 - 2024
- To receive and sign the formal Declaration of Acceptance of Office
- To confer the Chain of Office of Deputy Mayor

4. Confirmation by All Councillors of their presentation of the Declarations of Acceptance of Office

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.

(d) 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 be subject to prosecution.

8. To confirm the Non-Confidential Minutes Town Council's Meeting on 13th March 2023.

9. Suspension of Standing Orders to allow Public Speaking (15 minutes)

- a) Representative(s) from Nottinghamshire Police
- b) Members of the public address to Council
- c) Report from Nottinghamshire County Council (Cllr K. Oliver)
- d) Report from Broxtowe Borough Councillors elected 4th May 2023
- e) Town Councillors with a pecuniary interest in agenda items an opportunity to address, answer questions or provide evidence relating to the matter under discussion for that interest.

Re-instatement of Standing Orders

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 (22) 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. To consider appointment of Group Leader and Deputy Leader of the Council.

12. To appoint Allotments Representative for 2023 - 2024 (attached report)

13. Receipt of Nominations to Existing Committees

- Arts & Events Committee (9 Members, quorum 4)
- Assets, Finance & Policies Committee (9 Members, quorum 4)
- Personnel Committee (4 Members; 3 additional Members shall form a substitute panel)
- Neighbourhood Plan Committee or Working Party Group for decision.

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 Appendix C)
 - i) Arts & Events Committee
 - ii) Assets, Finance & Policy Committee
 - iii) Personnel
- c) **Receipt of nominations to all existing Committees** (including substitutes where necessary)
 - (i) terms of reference
 - (ii) the number of members
 - (iii) receipt of nominations (including substitutes where necessary)

d) **To consider appointment of new committees** (referral to next meeting for terms of reference, number of members and nominations).

e) **Review and Adoption Procedures and Policies:** - (also on website)

- i) Standing Orders
- ii) Civility & Respect Pledge
- iii) Financial Regulations

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 Appendix D)

h) Review and confirmation of arrangements for insurance cover in respect of all insured risks – policy effective 1st April 2023 – 31st March 2024.

i) Review of the Councils and/or Employees Memberships of Other Bodies.
Nottinghamshire Association of Local Councils

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) Power of Competence renewal at the Annual Meeting relevant for a period of four years from 15th May 2023.
- v) Financial Reserves Policy
- vi) Grants Procedure
- vii) Code of Conduct
- viii) Freedom of Information
- ix) Data Protection Policy
- x) Dealing with the Press/Media
- xi) 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. Printed copies available or please review the website www.eastwood-tc.gov.uk

16. (a) Setting of the Dates, Times and Place of Ordinary Meetings of the Full Council for the year ahead as attached

(b) Date of next Arts & Events Committee Thursday 25th May 2023 at 6.00 p.m.

(c) Date of next Assets, Finance & Policy Committee meeting proposed Tuesday 6th June 2023.

17. Cheque signatories

(a) TSB. Presently there are 4 Signatories for the signing of cheques on the TSB account subject to Council formation 15th May 2023. BACS payments etc. approved through Town Clerk within Financial Regulations safeguards to ensure this minimises any potential risk to the Council.

NAT WEST. Presently ongoing with 3 signatories for account, subject to Council formation 15th May 2023.

18. To Confirm and Agree April 2023 income and expenditure as per attached schedule.

19. Financial Matters Annual Governance & Accountability Return 2022 – 2023 submission for external audit no later than 3rd July 2023.

- a) To receive and consider Internal Audit for the financial period 1st April 2022 to 31st March 2023 as attached, completed by Messrs. Pells Chartered Accountants of Eastwood.
- b) To receive Annual Governance Statement 2022 – 2023 - Section 1 of the Annual Return for external audit for year ending 31st March 2023.
- c) To receive Accounting Statement 2022 – 2023 – Section 2 of the Annual Return for external audit for year ending 31st March 2023.

20. Clerk Report

All information has been emailed to all Members.

21. Allotments Report prepared by Assistant to the Clerk

22. Planning Matters

- (a) Circulated current applications and decisions through Broxtowe Borough Council.
- (b) Letter of objection submitted to Planning Authority reference amended plans for proposals at Lynncroft, Eastwood development 22/00894/REM.
- (c) Eastwood Draft Neighbourhood Plan – Comments and recommendations prepared by Broxtowe Borough Council available at the Town Council offices for discussion at the next Plan meeting.

23. 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.

24. To consider tenders and quotations as attached report.

25. Date of next meetings at the Council Chamber: -

- | | |
|------------------------------|---|
| a) Arts & Events Committee | Thursday 25 th May 2023 at 6.00 p.m. |
| b) Assets, Finance & Policy | Tuesday 6 th June 2023 |
| c) Full Town Council Meeting | Monday 12 th June 2023 at 7.00 p.m. |

20. Clerk Report Monday 15th May 2023

- a) **Heritage Gateway Signs** – the proposed sign attached for approval by Council through the Nottinghamshire County Council and Town Council 50% funded initiative. Please confirm acceptance of the artwork for manufacture and installation by contractor. Installation sites Derby Road, Mansfield Road and Nottingham Road to replace existing highway signs.
- b) **Eastwood Memorial Cleaning** – please confirm the Council requires estimates to clean the monuments prior to the Annual Remembrance Parade 2023. Site visit required with contractors prior to quotation.
- c) **National Association of Local Councils** (i) Chief Executive Bulletin 17th March 2023 at Chamber. Please request email directly. (ii) Training for new Councillors Thursday 15th June 2023 subject to available of spaces (iii) Chair skills course as attached 2 dates available.
- d) **Completion of Tinsley Bridge Safety Measures** – Eastwood Police initiative supported by the Eastwood Town Council, Broxtowe Borough Council and funded through Nottinghamshire County Council. Originally taken forward by the late Nottinghamshire County Councillor Eddie Cubley in fiscal year 2021 – 2023. Officers involved in the project; P.C. M. Leask & P.C. R. Reynolds referred for consideration of Police Commendation Award. The initiative highlights the work of the Police dealing with mental health and safety issues within the community.
- e) **Heritage Parish Map for Eastwood Town** – a National Lottery bid has been submitted on behalf of the Town Council for funding towards the initiative.
- f) **Love Eastwood Initiative** – Members of the Beauvale Photography Group are creating an exhibition of photography to acknowledge the importance of work carried out by volunteers and organisations for the benefit of the local community. Eastwood Library and the D. H. Lawrence Museum two of the venues to host the event. A grant donation towards the cost of printing requested for consideration by Council.
- g) **Floral Displays 2023** – contract agreed for 2023, 2024 and 2025 for the town. The displays will be installed early June 2023.
- h) **Nottinghamshire Police & Crime Commissioner Caroline Henry** latest newsletter available at the meeting.
- i) **Friends of Colliers Wood** – newsletter reported thousands of wildflower bulbs will be planted at the site in the autumn of 2023. Volunteers welcome to become involved. Contact details available from Clerk.
- j) **Broxtowe Crime Reduction Plan 2023 – 2026** copies available on request from Clerk.
- k) **VAT Training through NALC** The Clerk & Assistant to the Clerk completed updated VAT training on 25th April 2023 to cover adjustments to VAT reclaim for sports facilities etc, business and non-business activities.

