



**Eastwood Town Council**  
120 Nottingham Road  
Eastwood  
Notts  
NG16 3NP  
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6th May 2024

**To the Mayor & Members of Eastwood Town Council**

**Annual Meeting of Eastwood Town Council  
Monday 13<sup>th</sup> May 2024 commencing at 7.00 p.m.  
at the Town Council Chamber, Nottingham Road, Eastwood NG16 3NP**

Dear Mayor & Town Councillors

You are hereby summoned to attend the Annual Meeting of Eastwood Town Council to be held on Monday 13th May 2024 commencing at 7.00 pm in the Council Chamber, 120 Nottingham Road, Eastwood, NG16 3NP.

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 TOWN COUNCIL MEETING TO BE HELD MONDAY 13<sup>TH</sup> MAY 2024**  
**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
- Declarations of Interests if appropriate
- Updating of Register of Interests, if appropriate

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

- To receive nominations
- To elect the Town Mayor of Eastwood for 2024 - 2025
- To receive and sign the formal Declaration of Acceptance of Office
- To confer the Chain of Office to the 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 2024 - 2025
- To receive and sign the formal Declaration of Acceptance of Office
- To confer the Chain of Office to the Deputy Mayor

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

**5. 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.

## **6. Minutes**

(a) Eastwood Town Council Meeting held 8<sup>th</sup> April 2024.

(b) Assets, Finance & Policies Committees 8<sup>th</sup> February 2024 approved by Committee 22.4.2024

(c) Arts & Events Committee 2<sup>nd</sup> April 2024 approved by Committee 29.4.2024

## **7. Suspension of Standing Orders to allow Public Speaking (30 minutes)**

- Representative(s) from Nottinghamshire Police
- Report from Nottinghamshire County Council (Cllr K. Oliver)
- Reports from Broxtowe Borough Councillors (Cllrs D. Bagshaw, Mrs. S. Bagshaw, R. Bullock, M. Radulovic MBE, K. Woodhead)
- Public Forum
  - 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**

8. **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 (24) 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."

9. **To consider appointment of Group Leader and Deputy Leader of the Council.**

10. **To appoint Allotments Representative for 2024 - 2025**

## **11. 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; quorum for review), 3 additional Members shall form a substitute panel)
- Neighbourhood Plan – formation of Working Party Group
- Annual Remembrance Service & Parade – Working Party
- Community Governance Review

12. **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.**

(a) Eastwood Volunteer Bureau (1)

(b) Other

13. **In Accordance with Standing Orders, the following are to be considered:-**

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

- Review of the Terms of Reference for Committees (attached at Appendix C)
  - i) Arts & Events Committee (quorum 4)
  - ii) Assets, Finance & Policy Committee (quorum 4)
  - iii) Personnel (quorum 4 recommendation amendment to 3)

**14. To consider appointment of new committees, subject to requirements**

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

- i) Standing Orders
- ii) Civility & Respect Pledge
- iii) Financial Regulations (revised by National Association of Local Councils April 2024 – referral to Assets, Finance & Policy Committee from this meeting as per Financial Regulations recommendations for review at Committee meeting).
- iv) Review of arrangements, including any Charters with other Local Authorities and review of contributions made to expenditure incurred by other Local Authorities
- v) Review of inventory of land and assets including buildings and office equipment (attached at Appendix D)
- vi) Review and confirmation of arrangements for insurance cover in respect of all insured risks – policy effective 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025.
- vii) Review of the Councils and/or Employees Memberships of Other Bodies inc Nottinghamshire Association of Local Councils
  - a. Review and adoption of the Policies and Procedures as follows.
- viii) Complaints Policy and Procedure
- ix) Persistent Complainants and Vexatious Policy
- x) Equality and Diversity Policy
- xi) Power of Competence renewed at the Annual Meeting 2023 relevant for a period of four years from 15<sup>th</sup> May 2027 for note only
- xii) (a) Financial Reserves Policy (b) Grants Procedure
- xiii) Code of Conduct
- xiv) Freedom of Information
- xv) Data Protection Policy
- xvi) Risk Management Scheme 2024 - 2026
- xvii) Dealing with the Press/Media
- xviii) 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 on request or please review the website [www.eastwood-tc.gov.uk](http://www.eastwood-tc.gov.uk)**

**16. Setting of the Dates, Times and Place of Ordinary Meetings of the Full Council for the Civic Year 2024 – 2025 as attached.**

**17. Cheque signatories**

- (a) TSB. Presently there are 4 Signatories for the signing of cheques on TSB.
- (b) BACS payments etc. approved through Town Clerk within Financial Regulations safeguards to ensure this minimises any potential risk to the Council (current and reserves accounts)
- (c) NAT WEST. Presently ongoing with 3 signatories for account (two accounts)

18. **Financial Report April 2024 - To Confirm and Agree April 2024 income, expenditure and reconciliation as per attached schedule.**
19. **Public Works Loan Board at 3<sup>rd</sup> June 2024 due amount and balance as attached.**
20. **Financial Matters Annual Governance & Accountability Return 2023 – 2024 submission for external audit no later than 1<sup>st</sup> July 2024.**
  - a) **To receive and consider Internal Audit for the financial period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 as attached, completed by Messrs. Pells Chartered Accountants of Eastwood.**
  - b) **To receive Annual Governance Statement 2023 – 2024 - Section 1 of the Annual Return for external audit for year ending 31<sup>st</sup> March 2024.**
  - c) **To receive Accounting Statement 2023 – 2024 – Section 2 of the Annual Return for external audit for year ending 31<sup>st</sup> March 2024.**

21. **Clerk Report**

22. **Allotments Report** prepared by Allotments Administrator

23. **Planning Matters**

- (a) Circulated current applications and decisions through Broxtowe Borough Council.
- (b) Eastwood Draft Neighbourhood Plan update

**24. 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.

**25. Minutes** to confirm the Minutes and confidential paper of the Personnel Committee meeting held 26<sup>th</sup> February 2024 and recommendations of the meeting held 22<sup>nd</sup> April 2024.

**26. Date of next meetings at the Council Chamber: -**

Full Town Council Meeting                      Monday 10<sup>th</sup> June 2024 at 7.00 p.m.