



Eastwood Town Council
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MINUTES OF THE ANNUAL MEETING OF EASTWOOD TOWN COUNCIL

**Held at the Eastwood Town Council Chamber NG16 3NP
on Monday 13th May 2024 commencing at 7.00 p.m.**

Present: Cllr Mrs. K. Boam (Town Mayor)

Cllrs D. Bagshaw, Mrs. Z. Battison, Mrs. E. Benton, M. Bullock, R. Bullock, Ms. J. Foxhall, Mrs. L. Grand-Scrutton, N. Levett, K. Oliver, M. Radulovic, Mrs. A. Ryan, K. Woodhead, Mrs. R. Woods.

Also present: Staff Members Sheena Trower Town Clerk, Esther Henshaw, Civic Officer, Reverend David Stevenson, representative from Inspire and 27 members of the public.

Prior to the commencement of the meeting, Reverend David Stevenson opened the meeting with a prayer.

ETC1/2025 To Elect a Town Mayor for the Ensuing Year 2024 - 2025

Proposed by Cllr K. Woodhead, seconded Cllr Mrs. J. Foxhall.

RESOLVED that Cllr M. Bullock elected as Town Mayor for 2024/25. Cllr Bullock read out the Declaration of Acceptance of Office of Town Mayor and signed the Declaration. 12 in favour, 2 abstentions.

The Town Mayor extended sincere appreciation to the Outgoing Mayor, Cllr Mrs. K. Boam, for her dedication to duty and fulfilment of a very busy Civic Year for the Town Council.

ETC2/2025 Apologies for absence

Apologies received from Councillor Mrs. S. Bagshaw (dispensation). Apologies also received from Nottinghamshire Police.

ETC3/2025 To Elect a Deputy Town Mayor for the Ensuing Year 2024 - 2025

Proposed by Cllr R. Bullock, seconded Cllr Mrs. E. Benton.

RESOLVED that Cllr K. Woodhead be elected as Deputy Town Mayor for 2024/2025. Cllr Woodhead read out the Declaration of Acceptance of Office of Deputy Town Mayor and signed the declaration. 12 in favour, one against, one abstention.

ETC4/2025 Variation of Order of Business

Proposed Cllr K. Oliver, seconded Cllr Mrs. Z. Battison **RESOLVED** that agenda item 9 moved forward. Unanimous.

ETC5/2025 Declarations of Members Interests

Councillor R. Bullock declared a non-pecuniary interest in Allotment Gardens & Age Concern (presentation of Grant)

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

Councillor Mrs. L. Grand-Scrutton declared a non-pecuniary interest in Beauvale Photography Group, EVB Trustee, EPI Trustee.

Councillor Mrs. K. Boam declared a non-pecuniary interest in Eastwood initiatives (business owner).

ETC6/2025 To Confirm the Council Minutes of the Town Council's Meeting

- a) Eastwood Town Council Meeting held 8th April 2024 proposed Cllr K. Boam; seconded Cllr R. Bullock
- b) Assets, Finance & Policies Committee 8th February 2024 approved at Committee 22nd April 2024 proposed Cllr. K. Woodhead; seconded Cllr Z. Battison
- c) Arts & Events Committee 2nd April 2024 approved at Committee 29th April 2024 Proposed Cllr N. Levett; seconded Cllr E. Benton

Resolved:- that Minutes as above approved:-

- i. (a) Council Minutes 8th April 2024 one abstention Cllr Z. Battison due to absence from that meeting.
- ii. (b) Committee Assets, Finance & Policies 8th February 2024 unanimous
- iii. (c) Committee Arts & Events 2nd April 2024 unanimous

ETC7/2025 To consider appointment of Group Leader & Deputy Leader of the Council

A discussion was held with reference to the roles within the Town Council with commendation to the existing Leader of the Council for the work he had undertaken on behalf of the Council during 2023 – 2024. A proposal to dispense of the roles of Leader & Deputy Leader, as it was considered by the proposer the Town Council was well served by the constitutional roles of Town Mayor & Deputy Town Mayor.

Proposed Cllr J. Foxhall, seconded Cllr R. Woods to dispense of the roles.

Resolved:- that the Council dispense of the roles of Leader & Deputy Leader forthwith.
Nine in favour, four against, one abstention. Vote carried against the appointments.

ETC8/2025 Suspension of Standing Orders

Resolved:- Standing Orders suspended to allow public forum.

ETC9/2025 Public Forum

- (a) **Police Matters** Apologies received
- (b) **Nottinghamshire County Council Matters – Cllr K. Oliver** A report was received on County matters including appointment of new Chairman for the Authority, update on public transport scheme with request for full consultation to be undertaken, information on potential closure of recycling/refuse facilities with discussion on the impacts including increase in fly tipping an expectation. Queries raised included blocked drains and poor condition of the highways within Eastwood, in particular reference to Newthorpe Common/Nottingham Road junction. Reference to previous inspection of areas undertaken by Cllrs Oliver & Radulovic accompanied by County Council representative. Top of King Street highway and pavements report for requiring repair.
- (c) **Broxtowe Borough Council Matters – Cllr M. Radulovic** A report was received on Borough Council matters including Mayoral and Police & Crime Commissioner election in May 2024, update on Levelling up funding, car parking in Eastwood including free of charges spaces available, crime issues in the area, annual meeting of the Borough Council to take place on 15th May 2024. Shop closures in the town noted. Discussion on support available for retailers including Council tax allowances.
- (d) **Public Forum** Members of the public addressed the meeting on the following matters: -
 - (i) Presentation of the Hazel Braithwaite Award without presence of former Cllr Braithwaite family member present. The meeting noted an invitation would be extended for the next presentation through Arts & Events Committee.
 - (ii) Inspire presentation reference design team working with Eastwood Integrated Neighbourhood Working Group to develop map to provide community information hub. for installation within the Eastwood Library. Grant support requested in the sum of £500.00 towards the project. Noted an application would be referred to the next Council meeting. The meeting noted the work of the Independent Neighbourhood Working Group for the areas of Eastwood.
 - (iii) Report of fly tipping around Princes Street and request for review of installed cctv cameras with realignment.

Standing Orders re-instated

ETC10/2025 To consider appointment of Allotments Representative 2024 – 2025

Proposed Cllr J. Foxhall; seconded Cllr N. Levett

Resolved: - that Cllr R. Bullock appointed as Allotments Representative for the Town Council 2024 – 2025. Unanimous.

ETC11/2025 Appointment to Committees 2024 – 2025

1. Arts & Events Committee

proposed Cllr M. Bullock, seconded Cllr K. Boam

Resolved: -

(i) that the quorum of the committee amended to three

proposed Cllr M. Bullock; seconded Cllr E. Benton

(ii) that membership confirmed Cllrs N. Levett, Mrs. J. Foxhall, Mrs. L. Scruton-Grand, Cllr. K. Woodhead, Mrs. E. Benton, Mrs. R. Woods, Mrs. A. Ryan.

2. Assets, Finance & Policy Committee

Proposed Cllr R. Bullock; seconded Cllr M. Bullock

(i) That the quorum of the committee amended to three

Proposed Cllr K. Woodhead; seconded Cllr M. Bullock

(ii) That membership confirmed Cllrs D. Bagshaw, Mrs. Z. Battison, Mrs. K. Boam, R. Bullock, K. Oliver, M. Radulovic, K. Woodhead.

3. Personnel Committee

Proposed Cllr M. Bullock; seconded Cllr Mrs. J. Foxhall

Resolved (i) that membership confirmed Cllrs Mrs. K. Boam, Mrs. J. Foxhall, K. Oliver, Mrs. A. Ryan & K. Woodhead and substitute panel appointment of three to deal with issues referred from Personnel Committee defer to next meeting.

4. Formation of Working Party Group for Eastwood Neighbourhood Plan

Proposed Cllr M. Radulovic; seconded Cllr D. Bagshaw

Resolved:- Cllrs D. Bagshaw, M. Bullock, R. Bullock, M. Radulovic & Mrs. A. Ryan.

5. Formation of Remembrance Sunday & VE Day 2025

Resolved:- refer to Arts & Events Committee.

6. Community Governance Review

Proposed Cllr Mrs. K. Boam; seconded Cllr Mrs. J. Foxhall

Resolved:- Defer to next meeting.

7. Eastwood Volunteer Bureau (one representative)

Proposed Cllr R. Bullock; seconded Cllr N. Levett

Resolved:- Cllr K. Oliver appointed to represent the organisation on behalf of Eastwood Town Council.

ETC12/2025 Review Terms of Reference for Committees

Resolved:-

		Resolved:-
A	Arts & Events Committee	Approved quorum of three
B	Assets, Finance & Policy Committee proposed Cllr M. Bullock, seconded Cllr J. Foxhall	Approved quorum of three Add preparation of annual budget and recommendation of annual precept
C	Personnel Committee	Confirmed quorum of three

ETC13/2024 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:- Cllr K. Oliver appointed to represent Eastwood Town Council at the Eastwood Volunteer Bureau organisation.

ETC14/2023 Review and Adoption of Procedures and Policies 2024 - 2025

- a) Review and Adoption of Standing Orders
- b) Review of Financial Regulations (new copy April 2024 from NALC referral to Assets, Finance & Policy Committee)

- c) Civility & Respect Pledge
 - d) Review of inventory of land and assets including buildings and office equipment as detailed in report
 - e) Review and arrangements for insurance cover in respect of all insured risks – policy effective 1st April 2024 to 31st March 2025
 - 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 the Councils and/or Employees Membership of Other Bodies – Nottinghamshire Association of Local Councils
 - g) Complaints Policy and Procedure
 - h) Persistent complainants and vexatious Policy
 - i) Equality & Diversity Policy
 - j) Power of Competence renewal at the Annual Meeting relevant for a period of four years from 15th May 2023 to May 2027
 - k) Financial Reserves Policy
 - l) Grants Procedure
 - m) Code of Conduct
 - n) Risk Management Scheme 2024 - 2026
 - o) Freedom of Information
 - p) Data Protection Policy
 - q) Dealing with the press/media
 - r) 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.
- The meeting noted all information was available on the Town Council website.

Proposed Cllr R. Bullock; seconded Cllr Mrs. K. Boam

Resolved:-

- i. That items (a) to (r) formally adopted.
- ii. That training event offered through Cllr M. Radulovic on Council Constitution, Code & Conduct, effective Chairing of meetings and Financial Regulations (renewed April 2024).

ETC15/2025 Review of arrangements including any Charters with other Local Authorities and review of contributions made to expenditure incurred by other Local Authorities

RESOLVED:- None.

ETC16/2025 To set dates, times and venue for Meetings of Eastwood Town Council 2024 – 2025

Proposed Cllr Mrs. K. Boam; seconded Cllr Mrs. Z. Battison

Resolved:-

Dates for meetings during 2024 – 2025 to take place approximately every six weeks subject to consideration of Borough Council Meetings for presentation at next meeting.

ETC17/2025 Bank signatories

RESOLVED: -

- 1) That signatories for the TSB account be confirmed as Cllrs D. Bagshaw, Mrs. K. Boam, 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 confirmed Cllrs S. Bagshaw & R. Bullock.

ETC18/2025 Financial Report & Annual Accounts year ending 31st March 2024

- a) Schedule of payments, receipts and reconciliation April 2024 circulated.
- b) Submission of end of year accounts for internal audit to Messrs. Pells completion awaited.
- c) External Audit for submission by 1st July 2024 following consideration and approval of internal audit. -
- d) Public Works Loan Board report dated 3rd June 2024 due amount and balance circulated.

Proposed Cllr R. Bullock; seconded Cllr K. Woodhead **Resolved:-** That the reports received with approval for (a) to (d).

ETC19/2025 **Clerk Report**

- a) **Vacant retail units at Eastwood** Cllr Mrs. Benton reported on ideas for use of large premises available on Nottingham Road for charitable purposes, subject to funding. Verbal report at meeting. A discussion on the matter was held with support towards a multi-generational facility for the town. Noted Trust Funds availability subject to suitable application. Reference to the required Levelling up funding bid for the town. Cllr Bagshaw referred to the original Ikea development and now this has generated the shopping centre. **Resolved** more information request from Borough Council regarding funding opportunities.
- b) **Inspection of Town Council Premises by Chartered Surveyor 7th May 2024.** A full report would be available for the next meeting of the Assets, Finance & Policy Committee with proposal for reschedule from 3rd June 2024 to 22nd July 2024 commencing at 6.00 p.m.
- c) **Nottinghamshire Association of Local Councils Newsletter** circulated to Council.
- d) **Training** – Members of the Town Council have attended training courses arranged through NALC; the Mayor & Assistant to the Clerk attended training through Broxtowe Women’s Project.
- e) **Integrated Neighbourhood Working Group** information circulated to Town Council regarding training events and meetings by email.
- f) **D Day Commemoration Service outside Eastwood Library** Thursday 6th June 2024 commencing at 11.00 a.m.
- g) **D Day Service of Commemoration at St. Mary’s Church, Eastwood** Sunday 9th June 2024 at 10.30 a.m. Please be seated in the Church by 10.15 a.m.
- h) **Police Meet & Greet event Thursday 16th May 2024** 10.00 a.m. at the Town Council Chamber.
- i) **D Day bunting and Christmas Lighting 2024** clarification for Landlords of premises for the installation of catenary wiring underway. Research had confirmed in 2019 zig zag decorations above Nottingham Road withdrawn by Borough Council due to increased testing resistance requirements by Highways Authority. Confirmation through contractor the additional test strength to meet 5KN Via requirements to be undertaken. Purchase of bunting in abeyance until confirmation of test results. **Resolved:-** plans to proceed as soon as possible.
- j) **Chain of Office Trades Guild** identified within the Council premises. Proposal the heritage item dating back to 1895 to be cleaned and displayed in suitable secure cabinet within Town Council Chamber. **Resolved:-** approved cleaning and valuation of item and costs to be sought for suitable display cabinet for Town Council Chamber. Add the item to Asset Register following valuation.

Resolved: - That the report received, and matters approved.

ETC20/2025 **Allotments Report**

Cllr R. Bullock reported 7 plots available for occupation on Dovecote Road site. Enquiries received and under consideration.

ETC21/2025 **Planning Matters**

- a) 44 Dovecote Road 24/00264/FUL construct front porch, first floor side extension, alterations to existing rear extension and extend existing dormer to rear elevation.
- b) The Old Bakery, King Street, Eastwood 24/00244/PMP32 prior notification for conversion of existing commercial property to create 3 separate flats including new doors and windows.
- c) 51B Mill Road Newthorpe 24/00216/CLUP certificate of lawfulness for proposed change of use from C3 dwelling to C2 residential institution
- d) 11 Coppice Drive Eastwood 24/00204/FUL demolish garage and construct single storey front and side extension

Resolved:- no comments.

ETC22/2025 **Eastwood Neighbourhood Plan**

Proposed Cllr M. Radulovic; seconded Cllr R. Bullock

Resolved:- a meeting of ENP Working Group to be organised as soon as possible.

ETC23/2025 Exclusion of Press and Public

RESOLVED: -

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 (agenda item 25).

Staff members left the meeting room during consideration of the matters.

ETC24/2025 To consider approval of Minutes of Personnel Committee Meeting 26th February 2024

Proposed Cllr R. Bullock; seconded Cllr J. Foxhall

Resolved: - Minutes of Personnel Committee Meeting held 26th February 2024 approved unanimous.

ETC25/2025 Date of next meetings

Eastwood Town Council Meeting Monday 10th June 2024 commencing at 7.00 p.m.

Apologies for the above meeting received from Cllr Mrs. J. Foxhall.

The Mayor closed the meeting at 21.03 p.m.

Approved Financial Report 13th May 2024 Minute reference ETC18/2025(a)

Eastwood Town Council Bank Reconciliation 2024 – 2025

Apr-24

Cash in hand	01.04.2024	59049.73	
Add receipts	30.04.2024	127110.75	
			186160.48
Less			
Payments to	30.04.2024	21493.27	
			164667.21
add unrepresented receipts		40.00	
30/04/2024	Balance	164707.20	

Eastwood Town Council Payments April 2024

Net	VAT	Total	Description	Supplier
83.33	16.67	100.00	Telephone/Broadband	Inet Telecoms Ltd
3.39	0.68	4.07	Cleaning Materials	Boyes
3.90	0.00	3.90	Refreshments	Heron Foods
16.21	3.24	19.45	Cleaning Materials	Homes Bargains
170.00	34.00	204.00	Building maintenance	Steve Walters
75.00	15.00	90.00	Building maintenance	Steve Walters
205.00	41.00	246.00	Flags	House of Flags
390.00	78.00	468.00	Website Hosting	Netwise

2207.22	0.00	2207.22	NALC Annual Subscription	NALC
636.22	0.00	636.22	Business Rates	BBC
72.12	14.42	86.54	Cleaning Materials	NCC
2295.32	0.00	2295.32	PAYE/NI	HMRC
87.80	0.00	87.80	Water - Office	Waterplus
630.90	126.18	757.08	Electricity	Pozitive Energy
93.70	18.74	112.44	Electricity	Pozitive Energy
42.37	0.00	42.37	Coffee Morning Expenses	ETC
1.69	0.00	1.69	Refreshments	Heron Foods
90.00	0.00	90.00	NALC training	NALC
66.00	0.00	66.00	Allotments subscription	National Allotment Society
107.00	21.40	128.40	Service air conditioning	Lake
75.00	15.00	90.00	Stationery	NCC
19.34	3.87	23.21	Stationery	NCC
64.80	0.00	64.80	Postage	NCC
283.49	56.70	340.19	Skips for Allotments	Enva
283.49	56.70	340.19	Skips for Allotments	Enva
2.25	0.00	2.25	Refreshments	Eastwood Town Council
280.00	56.00	336.00	Accounting fees	Pells
420.00	84.00	504.00	Scribe Subscription	Starboard Systems Ltd
20.00	4.00	24.00	Website Hosting	Netwise
45.00	9.00	54.00	Window Cleaning	RS Cleaning Services Ltd
35.82	7.17	42.99	Office equipment	Amazon
146.29	29.26	175.55	Photocopier	Konica Minolta
19.46	0.00	19.46	Coffee Morning Expenses	Eastwood Town Council
1159.35	0.00	1159.35	Staff Pension	NCC
3595.21	0.00	3595.21	Payroll	Staff
1771.63	354.33	2125.96	Electricity	Pozitive Energy
73.35	14.67	88.02	Telephone/Broadband	Virgin Media
			Charles Arnold Baker Law	
142.40	0.00	142.40	Edition	SLCC
621.00	0.00	621.00	Lamp post testing	Cubit Ultrasound
56.62	11.32	67.94	Website Hosting	Fuse
3803.68	0.00	3803.68	Annual insurance premium	Clear Councils
215.40	0.00	215.40	Cleaning Contract	Jane Clean
11.17	0.00	11.17	Service Charges	TSB Bank
20421.92	1071.35	21493.27		

Income April 2024

Net	VAT	Total	Description	Customer	Minute Ref
40.00	0.00	40.00	Allotment Rent	Tenant	
121293.00	0.00	121293.00	Precept	Broxtowe Borough Council	
46.33	0.00	46.33	Interest Received	TSB	
5305.71	0.00	5305.71	VAT Refund	HMRC	
385.71	0.00	385.71	Retail Rent	Better Than Hypnosis	
40.00	0.00	40.00	Allotment Rent	Tenant	
127110.75	0.00	127110.75			