



Eastwood Town Council
120 Nottingham Rd, Eastwood
NG16 3NP
Tel: 01773 719384
Email: townclerk@eastwood-tc.gov.uk

**MINUTES OF THE ANNUAL MEETING OF
EASTWOOD TOWN COUNCIL
Held at the Eastwood Town Council Chamber NG16 3NP on
Monday 12th May 2025 commencing at 7.00 p.m.**

Present: Cllr Matthew Bullock (Town Mayor)

Cllrs D. Bagshaw, Mrs. Z. Battison, Mrs. E. Benton, Mrs. K. Boam, R. Bullock, Ms. J. Foxhall, Mrs. L. Grand-Scrutton, N. Levett, 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, three members of the public.

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

ETC1/2026 To Elect a Town Mayor for the Ensuing Year 2025 - 2026

Resolved that Cllr K. Woodhead elected as Town Mayor for 2025 - 2026. Cllr Woodhead read out the Declaration of Acceptance of Office of Town Mayor and signed the Declaration.

The Town Mayor extended sincere appreciation to the Outgoing Mayor, Cllr Matthew Bullock, for his dedication to duty and fulfilment of a very busy Civic Year for the Town Council.

ETC2/2026 Apologies for absence

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

ETC3/2026 To Elect a Deputy Town Mayor for the Ensuing Year 2025 - 2026

Resolved that Cllr N. Levett be elected as Deputy Town Mayor for 2025/2026. Cllr Levett read out the Declaration of Acceptance of Office of Deputy Town Mayor and signed the declaration.

ETC4/2026 Variation of Order of Business **Resolved** that agenda item 12 moved forward to precede agenda item 10.

ETC5/2026 Declarations of Members Interests

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

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

Councillor Mrs. L. Grand-Scrutton left the meeting room during agenda item 11 appointment of representative to Eastwood Volunteer Bureau 2025 – 2026 and agenda item 15(c) Grant Awards to Local Organisations. The Member did not participate in discussion or voting on the matter.

ETC6/2026 To Confirm the Council Minutes of the Town Council's Meetings

- a) Eastwood Town Council Meeting held 7th April 2025 subject to amendment Minute 212/2025 removal of abstentions.
- b) Assets, Finance & Policies Committee 20th January 2025 approved at Committee 8th April 2025
- c) Arts & Events Committee 24th March 2025 approved at Committee 28th April 2025

Resolved: - that Minutes (a) (b) and (c) approved and signed by the Town Mayor as an accurate record of proceedings.

ETC7/2026 Suspension of Standing Orders

Resolved: - Standing Orders suspended to allow public forum.

ETC8/2026 Public Forum

(a) **Police Matters** Apologies received.

(b) **Nottinghamshire County Council Matters – Cllr James Walker-Gurley** addressed the meeting as the newly elected County Councillor for the area. Cllr Walker-Gurley extended appreciation to the outgoing and new Mayor for his welcome to the area and stated it was a privilege to represent Eastwood residents. Appreciation also extended to Members of the Town Council and Leader of Broxtowe Borough Council Cllr M. Radulovic MBE. Areas of concern for focus included condition of highways, safer town, improved school support, support for the High Street and small businesses. Regular drop-in surgeries will be organised in the town. Residents encouraged to contact the Councillor for advice or assistance.

(c) **Broxtowe Borough Council Matters – Cllr M. Radulovic** Report on the following matters: -

- (i) Cedars Project. Exterior finish to the premises then ready to open. Official opening date to be provided in the near future.
- (ii) Confirmation of purchase of additional residential sites to provide at least twenty new residential Council houses.
- (iii) New development at Raleigh site to provide additional residential housing for the area.
- (iv) Update on ex-forces accommodation at Eastwood with work to commence in the near future.
- (v) Update on commercial former Co-operative premises.

(d) **Public Forum** Members of the public addressed the meeting on the following matters: -

- (i) A resident addressed the Council with appreciation for the professional manner in conducting election of the new Town Mayor and Deputy Town Mayor.
- (ii) Update request for the completion of renovation works on Council houses on Princes Street, Eastwood. Cllr Radulovic provided a verbal report on the works undertaken to date. Noted works were under underway at Scalby Close development.
- (iii) A resident addressed the meeting with concerns with the operation of the car wash facility on Nottingham Road, Eastwood, including drainage and noise issues. Borough Council representatives would refer the matter to Broxtowe Borough Council Planning Authority for investigation.

Standing Orders re-instated

ETC9/2026 To determine which items on any part of the agenda should be taken with the public excluded.

Resolved: - That agenda item 20 to confirm completion of staff appraisals 28th April and 1st May 2025 to be received under exclusion.

ETC10/2025 To consider appointment of Allotments Representative 2025 – 2026

Resolved: - that Cllr R. Bullock appointed as Allotments Representative for the Town Council 2025 – 2026.

ETC11/2026 To review delegation arrangements to Committees, sub-committees, employees and other Local Authorities covered under the terms of reference.

Resolved:-

Review of the Terms of Reference and appointment for Committees; ex-officio Mayor & Deputy Mayor

- i. Arts and Events Committee to consist of 7 voting Members; expenditure review from £300 to £1000 for the purpose of benefit to the town through committee decisions.
- ii. Assets, Policy and Finance to consist of 7 voting Members.
- iii. Personnel Committee to consist of 4 voting Members and 3 substitutes.

ETC12/2026 Receipt of nominations to Existing Committees

Resolved: -

- a) **Arts & Events Committee** Cllrs Mrs. E. Benton, M. Bullock, R. Bullock, Mrs. J. Foxhall, N. Levett, Mrs. L. Grand-Scrutton & Mrs. R. Woods.
- b) **Assets, Finance & Policy Committee** Cllrs D. Bagshaw, Mrs. Z. Battison, Mrs. K. Boam, M. Bullock, N. Levett, M. Radulovic & Mrs. A. Ryan.
- c) **Personnel Committee** Cllrs Mrs. K. Boam, M. Bullock, Mrs. J. Foxhall & Mrs. A. Ryan. Substitute Committee for review at future meeting.
- d) **Neighbourhood Working Party Group** Cllrs D. Bagshaw, M. Bullock, R. Bullock, N. Levett & M. Radulovic.

ETC13/2026 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: - Eastwood Volunteer Bureau appointed representative 2025 – 2026 Cllr Mrs. L. Grand-Scrutton.

ETC14/2026 Review and Adoption of Procedures and Policies 2025 - 2026

Resolved: - the following procedures and policies (a) to (r) adopted for the period 2025 - 2026

- a) Standing Orders with amendment to public participation to 15 minutes.
- b) Review of Financial Regulations referral to Assets, Finance & Policy Committee 2nd July 2025 with new regulations released by National Association of Local Councils
- c) Civility & Respect Pledge
- d) Financial Risk Assessment 2025 - 2027
- e) Insurance cover in respect of all insured risks – policy effective 1st April 2025 – 31st March 2026
- f) Approval 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) Freedom of Information
- o) Data Protection Policy
- p) Dealing with the press/media
- q) 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.
- r) Land and assets including buildings and office equipment.
- s) Review of arrangements, including any Charters with other Local Authorities and review of contributions made to expenditure incurred by other Local Authorities
- t) Membership to other bodies confirmed Nottinghamshire Association of Local Councils

ETC15/2026 To set dates, times and venue for Council Meetings of Eastwood Town Council for the Civic Year

2025 - 2026

- (a) Calendar circulated approved for Town Council Meetings 2025 – 2026
- (b) Arts & Events Committee Meeting Monday 2nd June 2025 7.00 p.m.
- (c) Personnel Committee Meeting Monday 9th June 2025 at 7.00 p.m.
- (d) Assets, Finance & Policy Committee Meeting Monday 7th July 2025 at 6.00 p.m.

ETC16/2026 Bank signatories

Resolved: -

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

ETC17/2026 Financial Report 12th May 2025

- a) Schedule of payments and receipts year ending 31st March 2025 submitted to the Internal Auditor Messrs. Pells awaiting completion for presentation at the next Town Council meeting 23rd June 2025.
- b) To consider quotation RICS Surveyor for Town Council premises inspection for the identification of materials.
- c) Income, expenditure and reconciliation for accounts 1st April to 30th April 2025 circulated.
- d) To consider the recommendations of Assets, Finance & Policy Committee for grant awards 2025 under the expenditure Power of Competence as circulated. Review of awards and amendments considered.

RESOLVED: -

- i. (a) Schedule of payments and receipts year ending 31st March 2025 submission noted.
- ii. (b) Quotation in the sum of £1,425.00 plus VAT approved for premises inspection and report.
- iii. (c) Financial Report April 2025 income, expenditure and reconciliation approved.
- iv. (d) Grant awards for the year 2025 approved as per attached schedule for presentation at the next Town Council meeting 23rd June 2025.

ETC18/2026 Allotments Report Written report circulated.

Resolved: -

- i. Derby Road site felling of tree confirmed to take place 9th May 2025
- ii. Noted vacant plots on sites.
- iii. Dovecote Road shed/store cabin. Following receipt of reports of water leak to the cabin, tenants advised the installation is not the responsibility of the Town Council; it was originally donated to the Tenants Association.
- iv. Dovecote Road trial bonfires. Following the success of the fire trial at Derby Road, allotment holders on Dovecote Road to be contacted to commence trials at the site, subject to written application and the braziers to be on tenant's own plot.
- v. Grass cutting and maintenance quotation received for both sites. Awaiting further quotation. Noted licence and certification required if chemical use on the sites required.
- vi. Quotation in the sum of £250.00 for repair of pothole to entrance at Dovecote Road site approved.

ETC19/2026 Planning Matters

Circulated to the Town Council as provided through Broxtowe Borough Council.

ETC20/2026 Committee Reports

- (a) **Arts & Events Committee** Cllr N. Levett provided a written report on the last meeting held 28th April 2025. **Resolved** an invitation to be extended to Youth Council at Eastwood Hall Park School to attend the next meeting 2nd June 2025. Appreciation was extended to Cllrs Mrs. L. Grand-Scrutton & N. Levett for the amount of work contributed to support the V.E. Day Events held 8th and 10th May 2025.
- (b) **Assets, Finance & Policy Committee Meeting** circulation of Minutes of last meeting held 8th April 2025. Next meeting agreed to take place Monday 7th July 2025 at 6.00 p.m.
- (c) **Personnel Committee** scheduled to take place on Monday 9th June 2025 at 7.00 p.m.

ETC21/2026 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.

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

ETC21/2026 Completion of staff appraisals 28th April 2025 and 1st May 2025

Councillors M. Bullock and K. Woodhead confirmed satisfactory completion of staff appraisals.

Approved as report.

ETC22/2026 Date of next meetings

- (a) Eastwood Town Council Meeting Monday 23rd June 2025 commencing at 7.00 p.m.
- (b) Arts & Events Committee Meeting Monday 2nd June 2025 at 7.00 p.m.
- (c) Personnel Committee Meeting Monday 9th June 2025 commencing at 7.00 p.m.
- (d) Assets, Finance & Policy Committee Monday 7th July 2025 at 6.00 p.m.

The Town Mayor closed the meeting at 20.23 p.m.

Appendix One Grant Awards 2025 – Minute approved 17(d)/2026

1	Eastwood People's Initiative	Referred to Finance Committee 7th July 2025 following receipt of accounts
2	Eastwood Town Cricket Club	£300
3	Eastwood Volunteer Bureau	£500
4	First Eastwood Brownies	£200
5	Elderberries	£200
6	Extended family of Eastwood Memory Café	£200
7	Movement for All	£200
8	Eastwood Shed	£200
9	Eastwood Parkinson's Exercise Group	£200
11	Eastwood Collieries Male Voice Choir	£300
12	Eastwood Rangers	£200
13	Eastwood Memory Café	£400
14	Eastwood Community Garden Group Project	£200
15	Broxtowe Women's Project	£200
16	D. H. Lawrence Museum Festival in Eastwood	£500
	Total awards 12th May 2025 under Power of Competence	£3800 from total budget of £4000

Appendix Two Minute reference ETC17/2026 © approved payments and receipts

Expenditure April 2025

Net	Net	Net	Net	Net	Net	Net
84.00	0.00	84.00	Allotments subscription	National Allotment Society		
3.51	0.00	3.51	Balance of annual insurance premium 2025 - 2026	Clear Councils		
12.85	2.57	15.42	Kitchen equipment	Boyes		
2.29	0.46	2.75	Kitchen equipment	Boyes		
58.32	11.66	69.98	Office equipment	Rinkit Limited		
310.86	62.17	373.03	Photocopier	Konica Minolta		
225.00	0.00	225.00	Garden Service	Chestnut Garden Services		

2259.74	0.00	2259.74	PAYE/NI	HMRC		
14.14	0.00	14.14	Allotments water	Waterplus		
1050.00	210.00	1260.00	Legal fees new lease retail unit	Alexander & Co Solicitors		
750.00	150.00	900.00	Legal fees surrender of lease	Alexander & Co Solicitors		
175.00	0.00	175.00	Garden Service	Chestnut Garden Services		
540.00	0.00	540.00	Staff Pension	NCC		
1296.23	0.00	1296.23	Staff Pension	NCC		
45.00	9.00	54.00	Window Cleaning	RS Cleaning Services Ltd		
45.00	9.00	54.00	Window Cleaning	RS Cleaning Services Ltd		
45.00	9.00	54.00	Window Cleaning	RS Cleaning Services Ltd		
248.00	49.60	297.60	Repairs to retail unit 120 Nottingham Road	Steve Walters		
52.00	10.40	62.40	Internet and telephone	Virgin Media		
1526.94	0.00	1526.94	Business Rates	Broxtowe Borough Council		
348.00	69.60	417.60	Scribe Subscription	Starboard Systems Ltd		
106.63	21.33	127.96	Office equipment	Desire Tech Limited		
420.00	84.00	504.00	Scribe Subscription	Starboard Systems Ltd		
26.40	0.00	26.40	Postage	NCC		
35.78	7.16	42.94	Stationery	NCC		
94.00	0.00	94.00	Postage	NCC		
27.83	5.57	33.40	Cleaning Materials	NCC		
2522.34	0.00	2522.34	NALC Annual Subscription	NALC		
538.00	107.60	645.60	Flags	House of Flags		
661.50	0.00	661.50	Lamp post testing	Cubit Ultrasound		
280.00	56.00	336.00	Accounting fees	Pells		
260.00	0.00	260.00	Garden Service	Chestnut Garden Services		
1473.00	0.00	1473.00	Neighbourhood Plan Consultant Fees	Planning with People		
86.85	17.37	104.22	Electricity costs 120 Nottingham Road	Pozitive Energy		
570.21	114.04	684.25	Electricity	Pozitive Energy		
58.82	11.76	70.58	Website Hosting	Fuse		
4635.39	0.00	4635.39	Payroll	Staff & Holiday Pay		
1275.00	255.00	1530.00	Christmas Lights	Lites Limited		
1335.00	267.00	1602.00	Christmas Lights	Lites Limited		
879.27	0.00	879.27	Balance of annual insurance premium 2025 - 2026	Clear Councils		
12.54	0.00	12.54	Service Charge	TSB Bank		
24390.44	1540.29	25930.73				
Income						
Notts Police	Rental		£1,857.24			
Room hire	EMC		£45.00			
Allotments	Tenant		£87.50			
VAT reclaim	HMRC		£6,711.72			
Annual precept	Broxtowe		£212,000.25			
			£220,701.71			

