



Eastwood Town Council

120 Nottingham Rd, Eastwood

NG16 3NP

Town Clerk Sheena Trower

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MINUTES OF THE MEETING OF EASTWOOD TOWN COUNCIL

Assets, Policy and Finance Committee

Held at Eastwood Town Council Office

Monday 22nd July 2025 at 6.00 p.m.

Present: Chairman Councillor D. Bagshaw

Cllrs M. Bullock, N. Levett & Mrs. A. Ryan. Also present Cllr. R. Bullock (non-voting); Town Clerk Sheena Trower.

AFP16/2026 Apologies

Apologies for absence received and accepted from Councillors Mrs. K. Boam & M. Radulovic.

AFP17/2026 Declarations of Members Interests recorded in the Record Book None.

AFP18/2026 Variation of Order of Business None.

AFP19/2026 To determine which additional items on any part of the agenda should be taken with the public excluded.

The Committee considered to exclude the public and press from the meeting from agenda items as containing exempt information as defined in Paragraph 3 of Schedule 12A of the Local Government Act 1972.

Resolved: - Not required.

AFP20/2026 Minutes of Committee Meeting held 7th July 2025 (non-confidential)

Resolved: - that the Minutes approved and signed by the Chairman.

AFP21/2026 Public Forum no public present.

AFP22/2026 Review of Financial Regulations 2025 – 2027 recommendations from last Committee meeting held 7th July 2025 had been further reviewed. Amendments regarding internet banking regulations and cheque signatories discussed.

Resolved: -

- Recommendations of the Committee for the financial regulations with amendments to be considered at the next Town Council meeting 28th July 2025.
- Additional signatory for TSB Business Account recommendation Cllr N. Levett.
- Existing signatories for Town Council bank accounts confirmed as Cllrs D. Bagshaw, Mrs. S. Bagshaw, R. Bullock & Town Clerk Sheena Trower.

AFP23/2026 Review of Town Council IT Policy to conform with SAPPP Assertion 10: Digital and Data Compliance

The Committee considered a draft document to update the Town Council IT Policy.

Resolved: -

- The document confirmed for recommendation to Council for consideration of approval.
- A written record to be reported to Council following scrutiny and compliance checks of the computer systems by the Town Council appointed IT consultant for transparency.

- c) Council office limited for use by staff members with visits and meetings to take place in the Council Chamber or adjoining office.

AFP24/2026 Premises Report 120 Nottingham Road, Eastwood

The Chairman reported a water leak to the main building roof at ground floor (above small rear Council office). Further information had been received from the Town Council appointed Chartered Surveyor Inviser, a copy of the report had been circulated prior to the meeting.

Resolved: -

- a) Recommendation for survey by structural engineer as agreed 7th July 2025
- b) Recommendation for survey of asbestos content of the premises in order a full and robust review of the premises may be achieved to include increased premises value, improved energy efficiency, reduction of maintenance/repair costs and enhanced safety and aesthetics. Protection against the elements which currently noted causing continual maintenance and damage to the premises (water leaks).
- c) Delegation of appointment of asbestos surveyor at the earliest opportunity with a capped monetary budget for approval through Chairman, Deputy Chairman of the Committee and Town Clerk.

AFP25/2026 Fire Risk Assessment 120 Nottingham Road, Eastwood

Two quotations noted to provide fire risk assessment for the premises as required to update Council responsibilities and policies.

Resolved: -

- a) Quotation in the sum of £785.00 nett to provide three separate fire risk assessment reported for the Council premises, retail unit and Police Station (Registry Office included within Council premises report) approved.
- b) On completion, copy of the Fire Risk Assessment for the Police Station to be provided to the Police Authority as requested.

AFP26/2025 Date of next meeting

Resolved: - the next meeting to take place on Monday 29th September 2025 at 6.00 p.m.

The Chairman closed the meeting at 19.04 pm.