



**Eastwood Town Council**

120 Nottingham Road

Eastwood

Notts

NG16 3NP

Email [town.clerk@eastwood-town-council.org.uk](mailto:town.clerk@eastwood-town-council.org.uk)

5<sup>th</sup> March 2019

**Monday 11<sup>th</sup> March 2019 Meeting of Eastwood Town Council**

**To; The Town Mayor and Members of Eastwood Town Council**

You are hereby summoned to attend the Meeting of Eastwood Town Council to be held at 7.00 pm, Monday 11<sup>th</sup> March 2019 in the Council Chamber, 120 Nottingham Road, Eastwood, NG16 3NP.

Yours sincerely

*Debra Townsend*

Debra Townsend  
Town Clerk

**AGENDA**

Members are asked to sign the attendance sheet for the meeting and to complete the declarations of interest sheet (if appropriate). These will be available in the Chamber.

**1. To Receive Apologies for Absence**

**2. Prayers**

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

**4. 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.

**5. Public Speaking – (30 Minutes)**

**(a)** If a Police Representative is in attendance, they will be given the opportunity to raise any relevant matter.

**(b)** If a County Council or District Council Member is in attendance, they will be given the opportunity to raise any relevant matter.

**(c)** A period of not more than 30 minutes will be made available for members of the public and Members of the Council to comment on any matter. Each Speaker may only speak for a maximum of 5 minutes

(d) Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the National Association of Local Councils' (NALC) Code of Conduct shall do so at this stage.

**6. To confirm the Non-Confidential Minutes of the Town Council Meeting on 11<sup>th</sup> February 2019.**  
(Attached at Appendix A)

**7. To confirm the Non-Confidential Minutes of the Personnel Committee Meetings on 26<sup>th</sup> February**  
(Attached at Appendix B) **and 7<sup>th</sup> March 2019** (To follow).

**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 ( ) 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. Town Mayors Announcements**

**10. Reports of the Town Clerk**

a) Dream Team Theatre Company

**11. Garden Service Tender**

Members are requested to consider three quotations received for the above Service, and a Contractor be appointed. (See Appendix C – to follow).

**12. Allotment Maintenance Tender**

Members are requested to consider the quotations received for the above Service, and a Contractor be appointed. Please note that Contactors were written to and invited to provide a quotation, and this Tender has also been advertised on the Noticeboards. (See Appendix D – to follow)

**13. Insurance Quotes**

Members are requested to consider three quotations received for the Insurance, and a provider be appointed. (See Appendix E – to follow)

**14. Defibrillator Maintenance**

The defibrillator requires new batteries and pads. These are required every two years and the existing defib was installed in 2016. At the time of installation, Eastwood Town Council accepted ownership and responsibility for maintenance. The cost of this maintenance is either;

11403-000001	CHARGE-PAK Charging Stick with two sets of adult electrodes	£94.80 + VAT
11403-000002	CHARGE-PAK Charging Stick with one set of adult electrodes	£74.40 + VAT

The device is supplied with two sets of adult electrodes as standard and either both sets can be replaced or just one set. Members instructions are sought. Please also confirm which budget heading this will be allocated to.

**15. Requests for Grants**

a) Age UK – please see attached letter. (Appendix F)

b) Citizens Advice Bureau – please see attached letter. (Appendix G)

**16. Specific Risk Assessments and Management 2019/2020**

Members are requested to review and approve the attached document. (Appendix H)

**17. Community Allotment Application**

An enquiry has been received from a Co-Production Officer (Notts County Council), asking for an allotment site in Eastwood, preferably Hill Top. The enquirer manages a community well-being project which aims to improve well-being, health outcomes, quality of life and community cohesion. They have

various groups/activities across the county and work with adults who have challenging health conditions, experience isolation and in many cases are unemployed. They are aligned with NCC Adult Social Care and the Notts Enabling Service (NES).

Their aim is to develop a community allotment which engages local people who would benefit from such an activity. Hopefully this would be an on-going group but this would be considered a pilot to see how things develop.

They are able to pay the allotment fee for the year, and currently have a co-production group running at the Volunteer Bureau, run by a volunteer (Craft group Tues 1-3pm)) and have set up a hub on Tues 10am-12pm to introduce people to the project locally and across Broxtowe.

Members views are sought

#### **18. Training**

The Clerk requests that she be authorised to attend 'Recruiting and Employing Staff with Confidence' training (run by Notts ALC), on Wednesday 27<sup>th</sup> March, at a cost of £25.00, plus mileage. To be allocated to the Training Budget.

#### **19. Lamp Post Poppies**

Lamp Post Poppies are now available to order in preparation for Remembrance Sunday 2019. A suggested donation is £3.00 per poppy. Members views are sought.

#### **20. Hazel Braithwaite Achievement Award**

(Attached at Appendix I)

#### **21. To Confirm and Agree February/March 2019 Income and Payments.** (Attached at Appendix J - an up to date copy will be provided at the Meeting).

#### **22. Consideration of 2019 Accounts to 31<sup>st</sup> February 2019 and Bank Reconciliation.** (Appendix K - to follow).

#### **23. Items for Information.**

All items of interest have been distributed via email.

#### **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. To confirm the Confidential Minutes of the Town Council Meeting on 11<sup>th</sup> February 2019.** (Attached at Appendix L)

#### **26. To confirm the Confidential Minutes of the Personnel Meeting on 26<sup>th</sup> February. (Attached at Appendix M) and 7<sup>th</sup> March 2019 (to follow).**

Please note that the recommendations from this Committee will form the basis of the following two items to allow Members of Full Council the opportunity to consider them in full.

#### **27. Personnel Matter (Exempt as this item relates to an individual)**

#### **28. Personnel Matter – Pension Provision (Exempt as this item relates to individuals)**

#### **29. Room Hire – Registrar (Exempt for commercial reasons)**

Please see attached report. (Appendix N)

#### **30. Meeting Close.**

Date of Next Council Meeting – 8<sup>th</sup> April 2019 at 7.00 pm.