



Eastwood Town Council

120 Nottingham Road
Eastwood
Notts
NG16 3NP

Email town.clerk@eastwood-town-council.org.uk

8th May 2018

Monday 14th May 2018 Annual Meeting of Eastwood Town Council

To; The Town Mayor and Members of Eastwood Town Council

You are hereby summoned to attend the Annual Meeting of Eastwood Town Council to be held at 7.00 pm, Monday 14th May 2018 in the Council Chamber, 120 Nottingham Road, Eastwood, NG16 3NP.

Yours sincerely

Debra Townsend
Acting Town Clerk

A G E N D A

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 Elect a Town Mayor for the Ensuing Year

- To receive nominations
- To elect the Town Mayor of Eastwood for 2018/19
- To receive and sign the formal declaration of acceptance of office
- To confer the Chain of Office of Town Mayor
- Presentations/appreciations

2. To Elect a Deputy Mayor for the Ensuing Year

- To receive nominations
- To elect the Deputy Mayor of Eastwood for 2018/19
- To receive and sign the formal declaration of acceptance of office
- To confer the Chain of Office of Deputy Mayor

3. To Receive Apologies for Absence

4. Prayers

5. Variation of Order of Business - (if required)

6. 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.

7. To confirm the Non-Confidential Minutes of the Town Council's Meeting on 23rd April 2018 (Attached at Appendix A).

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. Appointment of co-opted Members

10. Reports of the Town Clerk.

Members are reminded that it is their own responsibility to update their Registrations of Interest **as soon** as anything changes.

11. Group Leaders and Deputy Leaders of the Council.

To note Group Leaders and Deputy Leaders of the Council.

12. Receipt of Nominations to Existing Committees;

- Personnel

13. 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.

- Broxtowe Youth Homelessness (1)
- Broxtowe Women's Project (1)
- Cancer Research (1)
- Broxtowe Mediation Service (1)
- Eastwood People's Initiative (1)
- Crime Reduction Group (to be eligible must be on the Police and Crime Commissioners Panel for Eastwood Town Council)
- Town Centre Management Group – Mayor of Eastwood only
- Volunteer Bureau, Eastwood (1)
- Tenants and Residents

14. In Accordance with Standing Orders, the following are to be considered. However, the following items will be considered as soon as possible at a future Meeting.

- Review of the Delegation Arrangements to Committees, Sub-Committees, Employees and other Local Authorities
- Review of the Terms of Reference for Committees;
(a) Personnel
- Appointment of any new Committees and confirmation of;
(a) terms of reference
(b) the number of members

(c) receipt of nominations

- Review and Adoption of Standing Orders and Financial Regulations
- Review of arrangements, including any Charters with other Local Authorities and review of contributions made to expenditure incurred by other Local Authorities
- Review of inventory of land and assets including buildings and office equipment
- Review and confirmation of arrangements for insurance cover in respect of all insured risks
- Review of the Councils and/or Employees Memberships of Other Bodies
- Review of the Councils Complaints Procedure
- Review of the Councils policies, procedures and practices in respect of its obligations under the Freedom of Information and Data Protection Legislation
- Review of the Councils policy for dealing with the Press/Media

15. Setting of the Dates, Times and Place of Ordinary Meetings of the Full Council for the year ahead (to follow).

16. Accounts 2017/18

Members are asked to consider the following;

- (a) That for the ensuing year, the Auditors advice be requested to change the system of accounting to Payments and Receipts Accounting.
- (b) It was understood that an Internal Auditor had not been appointed, and recommended that Jo Taylor be appointed to carry out the 2017/18 Internal Audit.
- (c) That PKF Littlejohn (External Auditor) be contacted and asked if an extension can be given to complete the Year End due to staffing issues.
- (d) That the final accounts be submitted to Eastwood Town Council at its June 2018 Council Meeting.

17. To Confirm and Agree May 2018 Payments;

	Payee		VAT	TOTAL
DIRECT DEBITS				
16.4.18	Broxtowe Borough Council	267.00		267.00
4.6.18	Public Works Loan Board	4410.55		4410.55
BACS PAYMENTS				
	Staff Payments	£1908.44		£1908.44
	Cleaning Services Ltd (Windows)	£45.00	£9.00	£54.00
	Pells - Payroll	£275.00	£55.00	£330.00
	Notts ALC – Local Council Review	£17.00		£17.00
INCOME	Broxtowe Borough Council Precept	£105,580.00		£105,580.00
	TOTAL			

18. Consultation response required – THE NOTTINGHAMSHIRE COUNTY COUNCIL (QUEENS ROAD NORTH, EASTWOOD), (PROHIBITION OF WAITING) TRAFFIC REGULATION ORDER 2018 (5252)

- 19. Further response required from Eastwood Town Council with regard to the Core Strategy. Cllr Radulovic.**
- 20. Consideration of the Co-op Site in Eastwood. Cllr Radulovic.**
- 21. Items for Information in the Information Folder**
Any pertinent information has been emailed to all Members.
- 22. 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.
- 23. To confirm the Exempt Minutes of the Town Council's Meeting on 23rd April 2018 (Attached at Appendix B).**
- 24. Accounts – to be discussed in private due to the confidential nature of this item.**
- 25. Meeting Close.**