

Selflessness, Integrity, Accountability, Objectively, Openness, Honesty, Leadership

The Beeches Community Centre  
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To: All Tuxford Town Councillors

08 May 2025

Dear Councillor,

You are hereby summoned to attend **the Statutory Annual Meeting of Tuxford Town Council** to be held The Beeches Community Centre, Birch Court at **7pm on Thursday 15 May 2025**.  
The agenda is attached.

Yours sincerely,

*Lynda Donaldson*

**Mrs Lynda Donaldson**

**Clerk to the Council**

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## **Statutory Annual Meeting of Tuxford Town Council to be held The Beeches Community Centre, Birch Court, Tuxford at 7pm on Thursday 15 May 2025**

### **Agenda**

*Inform Members and the Public (if any are in attendance) that the meeting is being recorded*

- 1. To Elect a chair for the year 2025/26 and the signing of the Declaration of Acceptance of Office** (Currently Cllr J Moorhouse).
- 2. To elect a vice chair for the year 2025/26 and the signing of the Declaration of Acceptance of Office** (Currently Cllr G Frost).
- 3. To resolve from 15 May 2025 until the next relevant Annual Meeting of the Council (having met the conditions of eligibility as defined in the localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012) to adopt the General Power of Competence.**
- 4. Apologies for Absence**
- 5. Declaration of Interest** – Remind all Councillors to ensure their declarations are up-to-date
- 6. Appointment of Finance and Services Committee membership (seven members) and approve Terms of Reference** (with only amendment being the list of members)
- 7. Appointment of Planning Committee membership (seven members) and approve Terms of Reference** (with only amendment being the list of members)
- 8. Appointment of Personnel Committee membership (seven members) and approve Terms of Reference** (with only amendment being the list of members)
- 9. Appointment of Representatives to other bodies:**
  - a) **Nottinghamshire Association of Local Councils** (Currently Cllr Moorhouse/Cllr Atkin)
  - b) **Reads Exhibition Foundation** (Currently Cllr Richards)
  - c) **Police Priority Setting Meeting** (Currently Cllr G Frost)
  - d) **Rural Conference** (Currently Cllr J Moorhouse)
  - e) **Southeast Forum** (Currently Cllr J Moorhouse/Cllr G Frost)
- 10. To approve and sign Minutes of the meeting held on 17 April 2025** (folio ref: 2025/010-015) – [Appendix a](#)
- 11. To Approve and Sign Private & Confidential Minutes held of 20<sup>th</sup> March** (folio ref 2024/177-178) and **Private & Confidential Minutes held on 17<sup>th</sup> April 2025** (folio ref 2025/016-017)
- 12. To approve any recommendations made following meetings of**  
Planning Committee 08 May 2025 (folio ref: TBA) – [Appendix b](#).

**Members of the Public have a right to attend Council meetings but not an automatic right of speech**

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*The meeting will adjourn to allow for questions from the public, then re-convene for the following items*

**13. Summary of Actions – [Appendix c](#)**

**14. District Councillor and County Councillor Reports**

**District Council**

**County Council**

**15. Update – Town Plan and Neighbourhood Plan (RW/KR)**

**16. To Review and Approve the following policies:**

- Financial Regulations – [Appendix d](#)
- Standing Orders – [Appendix e](#)
- Code of Conduct – [Appendix f](#)
- CCTV – Depot Policy and DPIA (Data Protection Impact Assessment) – [Appendix g](#)

**17. Finance**

- a. To approve invoices for payment to be presented at Council – [Appendix h](#)
- b. Bank reconciliation/Budget – [Appendix i](#)
- c. To approve annual direct debits and standing orders – [Appendix j](#)
- d. To consider and approve the renewal of the Town Council's phone and broadband contract – [Appendix n](#)
- e. To ratify the decision to purchase Wi-Fi for the Town Council depot under delegated authority, in support of the approved CCTV installation (FC202) - [Appendix q](#)
- f. To note the dates of the exercise of Public Rights as 3<sup>rd</sup> June to the 14<sup>th</sup> July 2025

**18. UKSPF Funding – Promoting Tuxford – [Appendix k](#)**

**19. Litter Bin – Eldon Street**

**20. To receive items for information, and further Agenda items –**

Clerk/RFO Report – [Appendix o](#)

Business Signage Regulations – [Appendix p](#)

Unlawful Development - [Weston](#)

**21. Date of next meeting: 19 June 2025**