

**MINUTES OF THE STATUTORY ANNUAL TOWN MEETING HELD ON THURSDAY 17th MAY
2018 AT THE BEECHES COMMUNITY CENTRE, COMMENCING 7.15 PM**

PRESENT: Cllrs T. Silcock, E. Taylor, E. Bett, G. Nicholls, J. Robinson, M. Richards, E. Atkin, J. Moorhouse, and M. Phillips

Cty Cllr. J. Ogle & BDC Cllr. K. Issard

IN ATTENDANCE: Lynn Holland (Town Clerk), plus 5 members of the public

18/069 To elect a Chairman for the year 2018/2019 and the signing of the Declaration of Acceptance of Office.

Cllr. G. Nicholls was proposed & seconded for position of Chairman. Vote taken all in favour.

Resolved - Cllr. G. Nicholls, therefore, duly elected as Chairman for 2018/2019 and read and signed the Declaration of Acceptance of Office.

18/070 To elect a Vice Chairman for the year 2018/2019 and the signing of the Declaration of Acceptance of Office.

Cllr. E. Atkin was proposed & seconded & vote was taken all in favour.

Resolved - Cllr. E. Atkin, therefore, duly elected as Vice Chairman for 2018/2019 and read and signed the Declaration of Acceptance of Office.

18/071 Election of Finance and Services Committee membership (seven members)

Resolved membership as per the attached appendix "A"

18/072 Election of Planning Committee membership (seven members)

Resolved membership as per the attached appendix "A"

18/073 Election of Personnel Committee & confirmation of membership.

Resolved to increase membership to 3 (plus Chairman & Vice Chairman) as per attached appendix 'A'

18/074 Appointment of Working Groups

Resolved to appoint following working groups

- **Traffic & Highways membership as per existing group plus Cllr. Robinson & K. Phillips.**
- **Community Facilities membership as per existing group plus Cllr. Robinson .**
- **Christmas Fair membership as per existing group.**

18/075 Representatives to other bodies.

Resolved membership as per the attached appendix "A"

18/076 Apologies for absence

Apologies received from Cllr. K. Phillips. **Accepted and approved.**

Clerk confirmed that R. Binnig had resigned with immediate effect and a Casual Vacancy had been declared. If an election was not requested BDC would confirm co-option procedures.

18/077 Declarations of Interest

There were no declarations of interest.

Continued.....

**MINUTES OF THE STATUTORY ANNUAL TOWN MEETING HELD ON THURSDAY 17th MAY
2018 AT THE BEECHES COMMUNITY CENTRE, COMMENCING 7.15 PM**

Continued.....

**18/078 To approve & sign the minutes of the meeting held 19th April 2019 (Folio ref.
2018/030-034)**

The minutes of the meeting held 19th April 2018 were approved & signed.

18/079 Matters arising

There were no matters arising.

**18/080 To receive, accept and resolve to approve recommendations from the following
meetings:**

Planning Committee 3rd May 2018 (folio ref. 2018/035)

Finance & Services Committee 3rd May 2018 (folio ref. 2018/036-039)

Resolved to approve following:

Finances including payments.

**Purchase of new compressor subject to Clerk obtaining best price in consultation
with Chairmen.**

Clark Lane Play Area – Grant application submitted to Awards for All

**WW1 events defer to next Finance Services indicative cost of projection of image
project £700.**

18/081 District & County Councillor Reports

Cty. Cllr. J.Ogle reported that unfortunately CCTV grant application under NCC LIS
had been unsuccessful.

Cllrs. requested double yellow lines at entrance to The Beeches from main road.

BDC Cllr. Issard reported that Sheffield City Region had requested BDC to provide
additional housing allocation. Agreed to write to BDC asking how much of BDC
finances were allocated to the Sheffield Bid cc MP Robert Jenrick. Suggested there
could be a joint Parish meeting.

Cllrs. queried why BDC do not necessarily agree with TTC decision on planning
applications. Clerk to request a meeting with Planning officer to explain the process.

18/082 The meeting was adjourned to allow questions from the public

Chairman confirmed a replacement PC was due to start end of May.

**Mobile speed camera vehicle which visits different parishes on a rota. Clerk to try
to add Tuxford to cycle.**

18/083 Accounts for payment

Payments on the report attached at Appendix 'B' were approved signed.

Budget monitoring for April was presented:

Receipts £53,341.58; Payments £8,772.84; Balance £145,059.08

Budget monitoring approved.

Continued.....

**MINUTES OF THE STATUTORY ANNUAL TOWN MEETING HELD ON THURSDAY 17th MAY
2018 AT THE BEECHES COMMUNITY CENTRE, COMMENCING 7.15 PM**

Continued.....

18/084 Internal Audit Report for 20172018 – to consider implications of Internal Audit Report.

Councillors considered the Internal Audit report & the following was noted:

- that the effectiveness of internal control had been completed since the audit & was a separate agenda item at Annual meeting but in future would be before 31st March in relevant year.
- The asset register was due to be presented at annual meeting as a separate agenda item but in future would be before 31st March in relevant year.
- Handyman's contract had been signed.
- A separate minute would be written re Internal Audit report rather than including it when the AGAR was considered.

18/085 Asset Register – to note amendments to restated assets for 20162017 & approve total assets amount both for 20162017 & 20172018

Clerk presented restated asset register for 20162017 total £285,724 & also 20172018 asset register total £287,423. Both asset register totals approved.

18/086 Internal Control Policy – to approve internal control policy.

Internal Control Testing was presented & had been undertaken by Chairman & Vice Chairman & duly signed. Approved.

18/087 Annual Governance & Accountability Return (AGAR) 2017/18:

18/087/001 Approval of the Annual Governance Statement

The Clerk answered queries from Councillors and then **Councillors approved the Annual Governance Statement.**

18/087/002 Approval of Statement of Accounts

The Clerk answered queries from Councillors and then **Councillors approved the Annual Statement of Accounts.**

18/087/003 Approval for Chairman & Clerk to sign the Annual Return

Approved Chairman & Clerk to sign the Annual Return.

18/088 Planning Matters

There were no planning matters to consider.

18/089 Review Of Terms of Reference

Approved to defer to first meeting of the relevant committees.

18/090 To approve implementation of National Pay Award 2018 & 2019

Approved noting Clerk confirmed that the Salaries budget was overspent last year due to the implementation of the superannuation scheme and this would be the case for 20182019. Overspend could be in region of £10k + & for 2019.

18/091 To consider "tuxford-pc.gov.uk" email addresses for Councillors. Clerk confirmed a quote of £96.40 for all Councillors to have tuxford.pc.gov.uk email address. Agreed to defer back to Finance Service Committee.

Continued.....

**MINUTES OF THE STATUTORY ANNUAL TOWN MEETING HELD ON THURSDAY 17th MAY
2018 AT THE BEECHES COMMUNITY CENTRE, COMMENCING 7.15 PM**

Continued.....

18/092 To approve reviewing of all Council policies at a future meeting. – Approved.

18/093 To approve GDPR documentation including policy etc.

Following GDPR documents were approved:

- Data Protection Policy
- Records Retention Policy
- Management of Transferable data Policy
- Data Breach Policy
- Social Media & Electronic Communication Policy
- Subject Access Request Procedure
- Inventory of Personal Data Captured, stored. (Personal Data Audit)
- General Data Protection Regulations Consent to hold contact information.
- Email contract Privacy Notice
- Neighbourhood Plan Privacy Notice
- Councillor Privacy Notice
- Privacy Notice
- Allotment Tenants Privacy Notice

18/094 Report from Representatives – nothing to report.

18/095 To receive items for information and future agenda items:

Polling Questionnaire from BDC – acceptable.

NCC Civic Service 24th June 2018 3pm at Southwell Minster

A1 heating at The Beeches ben passed to heating team.

NCC finger post on Great North Road – no objections.

Cadent gas update re enquiry for gas in Tuxford – the infill request is rather complex and lengthy works therefore there is no timescale for the response.

North Notts BID – will support with up to £1000 to produce planters and fill with flowers.

Query from a resident re speeding jct. Eldon Street/Ollerton Road. Clerk had responded matter being addressed.

Primary school requested flower tubs & wrought iron planters on railings filled with flowers. TTC to provide.

Future meetings : Reviewing of Financial Regulations, Risk Assessment, Asset Register, Internal Control of Effectiveness, Standing Orders, Policies & Procedures, CCTV Policy & Code of Practices, Code of Conduct, Neighbourhood Plan, Disciplinary & Grievance Procedure etc.

Additional flowers along Lincoln Road area.

Date of next meeting : 21st June 2018

CHAIRMAN'S SIGNATURE.....

DATE.....

Meeting finished 8.50pm

Committee Members and other appointments agreed at the

Council Meeting on 17 May 2018

Planning Committee

(membership **seven** members, quorum three members)

1. Elaine Atkin (Vice Chairman of the Council)
2. Graham Nicholls (Chairman of the Council)
3. Eric Bett
4. Joan Moorhouse
5. Mick Phillips
6. Tim Silcock
7. Eric Taylor
8. Kerys Phillips

Finance and Services Committee

(membership **seven** members, quorum three members)

1. Graham Nicholls (Chairman of the Council)
2. Elaine Atkin (Vice Chairman of the Council)
3. Eric Bett
4. Mick Phillips
5. Eric Taylor
6. Tim Silcock
7. Joan Moorhouse
8. John Robinson
9. Matt Richards

Personnel Committee

(membership three quorum three members)

1. Graham Nicholls (Chairman of the Council)
2. Elaine Atkin (Vice Chairman of the Council)
3. Mick Phillips
4. Matt Richards
5. Joan Moorhouse

Representatives to outside bodies:-

Nottinghamshire Association of Local Councils (NALC)
Reads Exhibition Foundation
Charities
Parish Forum
Police Priority Setting Meeting
Rural Conference

The Clerk
Cllr M. Richards
Chairman Cllr. G.Nicholls
Vice Chairman Cllr E. Atkin
Cllr J. Moorhouse
The Clerk &/or Cllr. J. Moorhouse

INVOICES FOR APPROVAL 17TH May 2018				APPENDIX ' B'		
FIRM	INVOICE NO.	DETAILS	NET	VAT	GROSS	CHEQUE NO.
WCF Chandlers	928974	Gas oil	634.70	28.85	663.55	electronic
Phil Parkin	46	Internal Audit	232.50		232.50	electronic
Notts. ALC	LCR/2018/245	LCR Subs	17.00		17.00	electronic
LID Group	3695	Depot roller door motor	350.00	70.00	420.00	electronic
Key Building Supplies	13497	Tile Lathes	14.58	2.92	17.50	electronic
Gamble Grass Machinery	5740	drive shaft	487.00	97.40	584.40	electronic
G & S Corporate Supplies	18601	waste sacks	118.90	23.78	142.68	electronic
Boughton Sawmills	18635	sleepers	360.00	72.00	432.00	electronic
Tuxford Lawnmower Centr	7407	new tyre etc	76.90	15.38	92.28	electronic
		TOTAL	2291.58	310.33	2601.91	
DD						
FIRM	DETAILS				GROSS	
NCC	92152285	April sals	5013.50		5013.50	
WAVE	9065144441	Allotments water	17.11		17.11	
			5030.61	0.00	5030.61	