



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB

Tel: 0115 933 5808, Email: clerk@rotpc.com, Web: www.rotpc.com

Thursday, 22 June 2023

Dear Councillor,

You are hereby summoned to attend a meeting of the **Full Council** which will be held on **Tuesday 27 June 2023** commencing at **20.00** in the Radcliffe Room, **The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB.**

In the interests of transparency, the council asks that any person wishing to record the meetings proceedings informs the Chairman prior to the start of the meeting and that recording equipment is on view.

Belina Boyer
Parish Clerk/RFO

Agenda no	Agenda Item title	Power/Regulation
	Chair's welcome	
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not exceeding 5 minutes, with a maximum of 15 minutes in total. Please see the Standing Orders 3 d-n for details.	Public Bodies (Admissions to Meetings) Act 1960, s 1(1).
	To receive and note reports from Borough and County Councillors.	
FC24/041	To note apologies for absence.	Local Government Act 1972, s85 (1) & Sch 12, p40.

Agenda no	Agenda Item title	Power/Regulation
FC24/042	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Localism Act 2011, s31.
FC24/043	To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	Localism Act 2011, s33.
FC24/044	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	Public Bodies (Admissions to Meetings) Act 1960 1 (2)
FC24/045	To receive the minutes of the previous Radcliffe-on-Trent Parish Council meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A –Parish Council meeting, Tuesday 30 May 2023	Local Government Act 1972, Sch 12, p41 (1).
FC24/046	To note the (draft) minutes of the council's committees: a) Amenities 23 May 23 b) Amenities 13 June 23 c) Finance and General Purposes 30 May 23 d) Finance and general Purposes 20 June 23 e) Grange and Grange Hall 6 June 23 f) Planning and Environment 30 May Paper B	
FC24/047	To receive and note an update by the clerk	
FC24/048	To consider an application for co-option to the council.	
FC24/049	To consider a document retention policy for adoption. Paper C	
FC24/050	To consider adopting a revised meetings schedule from September 2023. Paper D	

Agenda no	Agenda Item title	Power/Regulation
FC24/051	To consider a Strategic Plan workshop for 22 or 23 July 2023 or another suitable date in the near future. Paper E – details to follow	
FC24/052	To consider a Terms of Reference workshop for council committees, sub-committees and working groups. Paper F – details to follow	
FC24/053	To nominate members to represent the council at the Nottinghamshire Association of Local Councils AGM 11 September and consider potential nominations for officers to the executive board. Paper G.	
FC24/054	To receive and note reports from members.	
FC24/055	To receive any items for notification to be included on a future agenda – for information only	
FC24/056	To note the date and time of the next scheduled Full Council meeting as Tuesday, 25 July 2023 at 19.00.	Local Government Act 1972, Sch 12, p10 (2)(a)

PAPER A



Radcliffe on Trent Parish Council

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DRAFT Minutes of the Full Council meeting held on 30th May 2023 at 8.06pm in the Radcliffe Room, The Grange Radcliffe on Trent

Members Present:

Clr Anne McLeod (Chair)	Clr Oli Bere (Vice Chair)	Clr Sue Clegg
Clr Gillian Dunn	Clr Phil Thomas	Clr Irene Dovey
Clr Harry Curtis	Clr Tracie Bere	Clr Oliver Furniss

Members Absent:

Clr Matt Douglas-Kirk	Clr Tracy James	Clr Nikki Farnsworth
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In attendance:-

Belina Boyer (Parish Clerk)	Hayley Gandy (Administrator)	
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Agenda	Agenda Item title	Resolution	Action	Power/Regulation
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not	None present. Rushcliffe Borough Councillor N Clarke had given his apologies.		Public Bodies (Admissions to Meetings) Act 1960, s 1(1).

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
	exceeding 5 minutes, with a maximum of 15 minutes in total. Please see the Standing Orders 3 d-n for details.			
FC24/001	To note apologies for absence.	Cllr Tracy James, Cllr Matt Douglas-Kirk and Cllr Nikki Farnsworth- accepted.		Local Government Act 1972, s85 (1) & Sch 12, p40.
FC24/002	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	There were none.		Localism Act 2011, s31.
FC24/003	To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	There were none.		Localism Act 2011, s33.
FC24/004	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	There were none.		Public Bodies (Admissions to Meetings) Act 1960 1 (2)
FC24/005	To receive the minutes of the previous Radcliffe-on-Trent Parish Council meeting(s) and	Cllr Curtis proposed a correction to the minutes, as he had not put himself forward to serve on the planning committee. The Council	Amended minutes to be signed and published.	Local Government Act 1972, Sch 12, p41 (1).

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
	<p>resolve to sign these as a true record of the meeting(s).</p> <p>Paper A – Annual Parish Council meeting, Tuesday 16 May 2023</p>	<p>resolved to amend minute 23/13c accordingly.</p> <p>Cllr Furniss proposed to remove a line from the draft minutes. The Council resolved to amend minute FC24/006 accordingly.</p> <p>The Council resolved to sign the minutes of the Annual Parish Council meeting, Tuesday 16 May 2023 as a true record of that meeting, subject to the agreed amendment above.</p>		
FC24/006	<p>To consider whether the conditions to declare the Power of general Competence has been met and resolve to declare the Power of General Competence if applicable.</p> <p>Paper B</p>	<p>Proposed by Cllr O Bere, seconded by Cllr McLeod The Council unanimously resolved to declare the Power of General Competence having ascertained that the criteria are being met.</p>		Localism Act 2011 s1-8
FC24/007	<p>To receive the Finance and General Purpose Committee's recommendation to resolve to appoint Mrs Belina Boyer to the position of Clerk to the Council/RFO at SPC 37 for 30 hours per week and note her agreed start date of 02 May 2023.</p>	<p>Proposed by Cllr O Bere and seconded by Cllr Thomas The Council unanimously resolved to appoint Mrs Belina Boyer to the position of Clerk to the Council/RFO at SPC 37 for 30 hours per week and note her agreed start date of 02 May 2023.</p>		Local Government Act 1972, s. 112

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
	Paper C			
FC24/008	To consider the Internal Auditor's Report and completed Annual Internal Audit Report of the AGAR and any action resulting from it. Paper D	The Council noted the Internal Auditor's report resolved that there was no further action required to be taken.	Clerk/RFO to publish relevant paperwork and submit to External Auditors.	
FC24/009	To consider the Annual Governance Statement assertions and resolve to sign it. Paper E	The Council resolved to approve the Annual Governance Statement with "No" for assertion 4,5 and 7 as recommend by F & GP. It was unfortunate that some answers had to be "no" but actions had been put in place to prevent a similar situation in future. Proposed by Cllr O Bere Seconded by Cllr McLeod the Council unanimously resolved to sign the Annual Governance Statement.	Clerk/RFO to publish relevant paperwork and submit to External Auditors.	JPAC Practitioners Guide 2022
FC24/010	To consider the Annual Accounting Statement and resolve to sign it. Paper F	Proposed by Cllr Thomas Seconded by Cllr Clegg the Council unanimously resolved to sign the Annual Accounting Statements.	Clerk/RFO to publish relevant paperwork and submit to External Auditors.	JPAC Practitioners Guide 2022
FC24/011	To review and consider for approval the supporting papers	The supporting papers make explanation for the external audit. The confirmation of dates of the period of exercise of public rights	Clerk/RFO to publish relevant paperwork and	JPAC Practitioners Guide 2022

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
	in evidence for the External Audit. Paper G.	were Monday 5 th June 2023 to Friday 14 th July 2023. Proposed by Cllr Dovey Seconded by Cllr Curtis the Council unanimously resolved to approve the supporting papers.	submit to External Auditors.	
FC24/012	To receive any items for notification to be included on a future agenda – for information only	Cllr T Bere asked how much notice was required for supporting an idea to a committee as an agenda item – clerk explained 7 clear days. Councillor updates. Cllr Dunn – 1 st meeting for Upper Saxondale parish council – report Cllr Dovey – recognise the positive things in the village – public relations		
	Councillor updates	Cllr McLeod attended the 40 th Anniversary Male Voice Choir concert. Cllr Clegg – Radfest require more volunteers if anyone is available. Cllr O Bere – Chairs are meeting on 31 st May with a need to be proactive.		
FC24/013	To note the date and time of the next scheduled Full Council	Noted		Local Government Act 1972, Sch 12, p10 (2)(a)

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
	meeting as Tuesday, 27 June 2023 at 19.00.			

The meeting closed at 8.45pm

Signed as a true record of the Meeting: _____ Dated _____

Presiding chair of approving meeting

PAPER B



Radcliffe on Trent Parish Council

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DRAFT Minutes of the Amenities Committee meeting held on 23rd May 2023 at 7pm in the Radcliffe Room, The Grange Radcliffe on Trent

Members Present:

Cllr Oli Bere (Chair)	Cllr Oliver Furniss (Vice Chair)	Cllr Matt Douglas
Cllr Gillian Dunn	Cllr Tracy James	Cllr Harry Curtis
Cllr Anne McLeod		

Members Absent:

Cllr Tracie Bere		

In attendance:-

Hayley Gandy (Administrator)		
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Also present:

Cllrs Sue Clegg and Phil Thomas as well as a member of the public.

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not	Deferred to item AC24/009		Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3



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Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	exceeding 5 minutes, with a maximum of 15 minutes in total. Please see the Standing Orders 3 d-n for details.			
AC24/001	To note apologies for absence.	Cllr Tracie Bere - accepted		Local Government Act 1972, s85 (1) & Sch 12, p40.
AC24/002	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None.		Localism Act 2011, s31.
AC24/003	To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None.		Localism Act 2011, s33.
AC24/004	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	None to be excluded.		Public Bodies (Admissions to Meetings) Act 1960 1 (2)
AC24/005	To receive the minutes of the previous Radcliffe-on-Trent Parish Amenities Committee meeting(s) and resolve to sign	The committee resolved to sign the minutes of the Amenities meeting dated 11 th April 2023 as a true record of the meeting.	Administrator to publish.	Local Government Act 1972, Sch 12, p41 (1).



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Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	these as a true record of the meeting(s). Paper A – Amenities Committee 11 April 2023	Proposed by Cllr McLeod Seconded by Cllr Curtis 5 agreed 2 abstained		
AC24/006	To note the Amenities Committee Revenue Budget for 2023/2024 Paper B	Noted. It was suggested to work with the office more closely to understand the budget. Some of the budget is committed and some is hypothetical. There are some accruals from the previous financial year which have already previously been earmarked for projects such as £650 for benches at the lily pond and £9000 for steps at Wharf Lane Recreation.	Parish Clerk/RFO to devise a budget workshop.	
AC24/007	To consider a draft Terms of Reference document for recommendation to Full Council in June. Paper C	The committee agreed to defer and have a Terms of Reference workshop for all committees. All agreed.	Parish Clerk/RFO to devise a Terms Of Reference workshop.	Local Government Act 1972,s101
AC24/008	To receive and note the Ground Staff Report – to be tabled. Paper D	Noted.	Grounds Staff to inform Clerk/RFO of any additional funds that would be required.	
AC24/009	To note a verbal update from the Conservation Group.	<i>Standing Orders suspended at 7.30pm</i>	Clerk to enquire about the NCC mowing schedule for public footpaths.	



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Agenda No	Agenda Item	Resolution	Action	Power/Regulation
		<p>A member of the Conservation group spoke on the following points:- Re item 11 – rewilding of the churchyard. It was pointed out that there may be an issue with using a scythe near the headstones. Public footpath mowing schedule. Email sent to clerk but not sure she is aware of this. NCC contractors cut the public footpaths by the river and Dewberry hill, and wondered if the clerk knew when they were coming. Benches – quote received from John Ingram, which need amending and still awaiting. Key access requested for the garage at Rockley Park to store brush cutter. <i>Standing orders reinstated at 7.45pm</i></p>	<p>Clerk to consider key access for conservation group</p>	
AC24/010	<p>To note the April Playground Condition Report, receive one indicative quotation for remedial work and consider delegating</p>	<p>Noted the playground report. It was noted that the dates were a mix of November 2022 and April 2023. Works which were high risk</p>	<p>Clerk to make a statement stating that the works completed at Wharf Lane</p>	<p>Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3</p>



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Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	<p>the decision which contractor to appoint to the clerk, subject to further quotations being obtained.</p> <p>Exclusion of Public and Press recommended due to the time sensitive commercial interest.</p> <p>Paper E</p>	<p>were verbally given to office staff and not in report. The high risk work has been done.</p> <p>Remedial work considered with the committee agreeing that a new report be requested and further quotations.</p>	<p>are to a satisfactory standard.</p> <p>Has the repairs suggested in the report been made, PC has a financial obligation to meet this.</p> <p>It is requested a new report is sort and work goes out to tender for fencing on the park.</p>	
AC24/011	<p>To consider a request from the Parochial Council to stop mowing parts of the closed churchyard and possible financial implications.</p> <p>Paper F</p>	<p>Cllr Thomas explained that this is a strange situation, Parish Council has responsibility of the church yard but it is perceived by the residents that it is the Church's responsibility. It was agreed to defer to the church and request that the Mower not mow this area as requested. It was also noted that part of the paperwork for this item includes a grant application.</p>	<p>Further clarity required of who will have do this project - clerk</p>	
AC24/012	<p>To consider and application for a memorial bench and three cremated remains plots.</p> <p>Exclusion of Public and press recommended due to the personal nature of the request.</p>	<p>Discussed and resolved to agree unanimously.</p>	<p>Accounts Clerk to progress</p>	



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Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	Paper G			
AC24/013	To consider authorising the tree work as previously identified. Paper H Exclusion of Public and Press recommended due to the time sensitive commercial interest.	Quote for works was not received on tree survey report. This is a little over the tree budget. The committee resolved to authorise the tree works.	F& GP to consider releasing further funds for tree work from reserves or to leave to emergency funds	
AC24/014	To consider a request to make an access at Wharf Lane wheelchair accessible. Paper I	The committee resolved for works to be completed to level the path where it has been widened.	Accounts Clerk to progress.	
AC24/015	To consider a request regarding the opening of the Lily pond area Paper J.	Committee discussed and noted the residents concerns, the gates can be closed and have signs on and the benches at the lily ponds are in process of being replaced.	Clerk to respond.	
AC24/016	To consider authorising blast cleaning and removal of paint from end gable at a cost of £1600.00 + VAT. Report to follow	Deferred to Full Council		
AC24/017	To note the date and time of the next scheduled Amenities Committee meeting as Tuesday, 13 June 2023 at 19.00.	Noted		Local Government Act 1972, Sch 12, p10 (2)(a)



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Reports from Councillors: -

Cllr Douglas – tree down on Golf Road – emergency work completed.

Cllr James – stated that there is a stump on Cliff Way which was a deceased tree.

Cllr Clegg – attended a meeting with Residents association which brought up to issues, one being the lack of toilets at Wharf Lane Recreation and the second being that the toilets at Rockley Park were closed and they asked at the bungalow for the key to the toilet which they were given.

Cllr Bere – requests that the toilet door at Rockley be painted.

The meeting closed at 8.30pm

Signed as a true record of the Meeting: _____ Dated _____

Presiding chair of approving meeting



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77/23

DRAFT Minutes of the Amenities Committee meeting held on 13th June 2023 at 7pm in the Radcliffe Room, The Grange Radcliffe on Trent

Members Present:

Cllr Oli Bere (Chair)	Cllr Oliver Furniss (Vice Chair)	Cllr Harry Curtis
Cllr Gillian Dunn	Cllr Tracy James	
Cllr Anne McLeod		

Members Absent:

Cllr Matt Douglas		
Cllr Tracie Bere arrived 19.19		

In attendance:-

Belina Boyer (Clerk)	Hayley Gandy (Administrator)	
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Also present:

Cllrs Sue Clegg and 1 member of the public.

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Committee for a period not	Deferred to item AC24/025		Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3



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Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	exceeding 5 minutes, with a maximum of 15 minutes in total. Please see the Standing Orders 3 d-n for details.			
	Chair's welcome	Welcome to committee for joining on a hot day.		
AC24/018	To note apologies for absence.	Cllr Matt Douglas-Kirk absent and Cllr Tracie Bere will arrive late – Accepted.		Local Government Act 1972, s85 (1) & Sch 12, p40.
AC24/019	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None		Localism Act 2011, s31.
AC24/020	To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None		Localism Act 2011, s33.
AC24/021	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	None		Public Bodies (Admissions to Meetings) Act 1960 1 (2)
AC24/022	To receive the minutes of the previous Radcliffe-on-Trent Parish Amenities Committee meeting(s)	Resolved to sign minutes as a true record of meeting.		Local Government Act 1972, Sch 12, p41 (1).



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	<p>and resolve to sign these as a true record of the meeting(s). Paper A – Amenities Committee 23 May 2023</p>			
AC24/023	<p>To note the Amenities Committee Revenue Budget for 2023/2024. Paper B</p>	<p>Clerk has created a new spreadsheet which is clearer and shows information such as how much expected to spend, what the budget is, income expected, income spent and budget. Traffic light coded for how well doing in the budget. Note that rates are paid twice yearly. Water in cemetery seems to have odd amounts, need to check with Sally. Tree budget is slightly over but we were aware of this. Committee requests that both this new version and the more detailed version be supplied at the next meeting.</p>		
AC24/024	<p>To receive and note a verbal report on ground staff work.</p>	<p>Noted. Photographs were shown of the work the Ground staff have been doing; planting all over the village, fixing Wharf Lane Recreation ground steps, fixing a lectern and making safe manhole covers.</p>		



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Agenda No	Agenda Item	Resolution	Action	Power/Regulation
AC24/025	To note a verbal update from the Conservation Group.	<p><i>Standing orders suspended at 7.15pm</i></p> <p>Phil Taylor spoke about changing the design of benches, to have benches with backs on for the lily ponds. He stated that benches like on the Cliff Walk would be suitable as long as they are maintained well and bolted to a plinth. Cllr Oli Bere suggested ordering a trial bench. Phil said that path cutting has not been completed yet at Dewberry Hill and he saw a contractor attempting mowing cliff walk but he hadn't completed the lily ponds area. Phil requests that there be a follow up from NCC</p> <p><i>Standing orders reinstated at 7.25pm</i></p>	Office to looking into further bench options.	
AC24/026	To note a brief verbal update on the April Playground Condition Report.	Clerk informed the committee that the contractor who was approached to fix the fence at Wharf Lane Recreation ground completed the works to ensure it was safe. Suitable gate closers will need to be installed as current ones not fit for purpose.	Clerk to instruct installation of replacement closers.	



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Agenda No	Agenda Item	Resolution	Action	Power/Regulation
AC24/027	<p>To consider a proposal by Cllr Furniss:</p> <ul style="list-style-type: none"> a) To publicise Defibrillator locations within Radcliffe on Trent on our website using the official 'Defib Finder' website/link. b) To commit to the installation of three new Defibrillators* on Cliff Walk/Rockley Park area, Woodside Stores/Harlequin area and Crossroads of St Lawrence Boulevard, Kingsway, Bailey Lane and Vancouver Avenue/Canadian Estate area. c) To reduce the defibrillator checks from weekly to monthly in line with guidelines and remove the paper check form and implement a digital, diarised reminder for replacing defibrillator batteries (every 5 	<ul style="list-style-type: none"> a) Discussed at length. It was noted that there is a defibrillator at the Health Centre and the Cricket grounds. Proposed to put the mapping on the website Proposed by Cllr McLeod Seconded by Cllr T Bere Unanimous approved. b) RBC in favour of buying more defibrillators. Funding is possible. More defibrillators to go onto the 4 year plan. Proposed to approve the concept by Cllr McLeod Seconded by Cllr T Bere Unanimous approved. c) Proposed to check defibrillators monthly instead of weekly by Cllr O Bere Seconded by Cllr McLeod Unanimous. 	<p>Defib map to go onto website. Further investigation into funding options – CIL etc Monthly checks instead of weekly.</p>	<p>Public Health Act 1936 s234</p>



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	<p>years) and pads (every 3 years) to assist in budgeting.</p> <p>Paper C</p>			
AC24/028	<p>To consider a proposal by Cllr Furniss:</p> <p>a) To adopt and implement formal Dog Zone mapping for Parish Council owned/operated areas This will compromise of three colour coded areas. No dogs allowed (Red), Dogs on lead (Amber) and Dogs off lead, but must be under control (Green).</p> <p>b) To share information through social media, Parish Council notice boards and on the Parish Council website alongside a brief explanation of why we have created this map.</p> <p>c) To fund and install new Parish Council signage at all key points throughout the</p>	<p>There is some ambiguity about what the rules are with dogs in the village. Rushcliffe Country Park have dog zones. Rushcliffe Borough Council would require consulting. It is noted that dog zoning will not make it enforceable. There is a Public Spaces Protection order on parks from RBC. The cemetery is not on this order, it was suggested that the cemetery be changed to a red zoned area and an PSPO obtained from RBC.</p> <p>Resolved: to adopt dog zones and consult RBC on cemetery for PSPO 6 agreed 1 disagreed.</p> <p>For items b and c of proposal to was a unanimous decision to share information on social media etc and to install new signage.</p>		



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	<p>village, with 'repeater' signs where appropriate.</p> <p>Paper D</p>			
AC24/029	<p>To consider a proposal by Cllr Furniss:</p> <p>a) To remove the clean the Pavilion thoroughly including the removal of debris from the guttering and the roof tiles, ensuring that they are secure, replacing/fixing any which are not.</p> <p>b) To repaint the Pavilion structure in its original colours.</p> <p>c) To install interior and exterior lighting to the Pavilion to enhance aesthetics and deter vandalism.</p> <p>d) To install new CCTV signage to deter vandalism.</p> <p>Paper E</p>	<p>Thank you to Cllr Oliver Furniss for the photos of the pavilion, Items a, b and d are maintenance requests and should be dealt with by ground staff as instructed by the clerk.</p> <p>It was noted that the centenary is in 2027, it would be good to refurb the pavilion before that.</p> <p>Costs for lights to go onto the 4 year plan.</p>		
AC24/030	<p>To consider a proposal by Cllr Furniss to fund and install new shaded structures at Radcliffe on Trent Skatepark/Wharf Lane picnic area.</p>	<p>Discussed at length. Proposed to be placed on 4 year plan, possible funding through CIL and S.106 possible.</p>		



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB

Tel: 0115 933 5808,

Email: clerk@rotpc.com,

Web: www.rotpc.com

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Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	Paper F			
AC24/031	To consider a proposal by Cllr Furniss to fund and install temporary toilet facilities at The Recreation ground for a 6-week trial period over the Summer Holidays (24-07-23 – 10-09-23). Paper G	Discussed at length. It was proposed to bring back to next meeting with costings. Proposed by Cllr Dunn Seconded by Cllr Bere unanimous approved	Obtain costings and take back to next meeting.	Public Health Act 1936 s.87
AC24/032	To note a decision of the Grange and Grange Hall Committee and consider steps to deal with anti-social behaviour in the Grange Hall Grounds.	A request from Grange and Grange Hall to deter anti-social behaviour at the weekends. Discussed at length. Clerk met with PC Sanders who advised that obtaining security would be over the top.	Put a poster on FB to remind residents to report anti-social behaviour and vandalism to 101. Continue to monitor Grange grounds situation. Take to full council	
AC24/033	To receive any items for notification to be included on a future agenda – for information only	Archaeological society wish to dig in the grange grounds – for next agenda. Village show meeting is on 14 th June – volunteers required, please help.		Local Government Act 1972, Sch 12, p10 (2)(a)
AC24/034	To note the date and time of the next scheduled Amenities Committee meeting as Tuesday, 11 July 2023 at 19.00.	Noted. Cllr James gives apologies.		Local Government Act 1972, Sch 12, p10 (2)(a)



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85/23

The meeting closed at 9pm

Signed as a true record of the Meeting: _____ Dated _____

Presiding chair of approving meeting

DRAFT



Radcliffe on Trent Parish Council

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Email: clerk@rotpc.com,

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82/23

DRAFT Minutes of the Finance and General Purposes Committee meeting held on 30th May 2023 at 6.30pm in the Radcliffe Room, The Grange Radcliffe on Trent

Members Present:

Cllr Phil Thomas (Chair)	Cllr Gillian Dunn (Vice Chair)	Cllr Anne McLeod
Cllr Sue Clegg	Cllr Oli Bere	

Members Absent:

Cllr Irene Dovey (arrived at 6.38pm)	Cllr Tracy James	

In attendance:-

Belina Boyer (Parish Clerk)	Hayley Gandy (Administrator)	
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Agenda No	Agenda Item	Resolution	Action	Power/Regulation
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not exceeding 5 minutes, with a maximum of 15 minutes in total. Please see the Standing Orders 3 d-n for details.	None present		Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3



Radcliffe on Trent Parish Council

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83/23

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	Chair Welcome	<p>Cllr Thomas welcomed the committee members. This is a very important committee which helps set the budget based on a legal requirement for residents to pay a precept to the PC. It stands for accountability, governance that money is used correctly and legally. Each month this committee will look at financial data, in addition to payments to contractors, external bodies and wages are checked by member so this committee. Recognition for work done by Cllr Clegg and Cllr Dunn. The committee also oversees the external checks on the governance which is the AGAR and approval of accounts.</p>		
FGP24/001	To note apologies for absence.	Cllr Dovey late arrival and Cllr James absent		Local Government Act 1972, s85 (1) & Sch 12, p40.
FGP24/002	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None		Localism Act 2011, s31.
FGP24/003	To consider any dispensation requests received by the Town	None		Localism Act 2011, s33.



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84/23

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.			
FGP24/004	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	None present		Public Bodies (Admissions to Meetings) Act 1960 1 (2)
FGP24/005	To receive the minutes of the previous Radcliffe-on-Trent Parish Finance and General Purposes Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Finance and General Purposes Committee meeting Tuesday 2 nd May 2023	Cllr Oli Bere apologised for not sending apologies for absence at the last meeting. Proposed by Cllr McLeod Seconded by Cllr Clegg the committee unanimously approved the minutes as a true record of the meeting.		Local Government Act 1972, Sch 12, p41 (1).
FGP24/006	To receive and note the minutes of the Personnel Committee dated 27 March 2023. Paper B	Noted		
FGP24/007	To resolve to recommend to full council the appointment of Mrs Belina Boyer to the position of Clerk to the Council/RFO at SPC 37 for 30	Proposed by Cllr Oli Bere Seconded by Cllr McLeod the committee unanimously resolved to recommend the appointment of Mrs Belina Boyer to the position	To recommend to Full Council for approval.	Local Government Act 1972, s. 112



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85/23

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	hours per week and note her agreed start date of 02 May 2023. Paper C	of Clerk to the Council/RFO at SPC 37 for 30 hours per week and note her agreed start date of 02 May 2023.		
FGP24/008	To consider the Internal Auditor's Report and completed Annual Internal Audit Report of the AGAR and any action resulting from it. Paper D	The council strongly recognises the work of the accounts clerk in assisting the Internal Auditor in their work and preparing the accounts. for the audit process. It was resolved there was no further action required.	Recommend to full council to approve	
FGP24/009	To consider the Annual Governance Statement assertions and recommend appropriate answers to Full Council 30 May 2023. Paper E	Following detailed discussions, considering each assertion the Committee resolved to recommend to Full Council the assertions as follows: 1. Yes 2. Yes 3. Yes 4. No 5. No 6. Yes 7. No 8. N/A	Recommend to full council to approve.	JPAC Practitioners Guide 2022
FGP24/010	To consider the Annual Accounting Statement as prepared by the Accounts Clerk and recommending	The committee unanimously resolved to recommend to Full Council to approve the accounting	Recommend to full council to approve.	JPAC Practitioners Guide 2022



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86/23

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	it for approval by Full Council 30 May 2023. Paper F	statement as prepared by the Accounts Clerk.		
FGP24/011	To review and consider for approval the supporting papers in evidence for the External Audit as prepared by The Accounts Clerk. Paper G	Proposed by Cllr Clegg Seconded by Cllr McLeod the committee unanimously resolved to approve the supporting papers.	Recommend to full council to approve.	JPAC Practitioners Guide 2022
FGP24/012	To receive any items for notification to be included on a future agenda – for information only	Cllr Thomas – changes to Personnel and audit sub committee Terms of Reference		
FGP24/013	To note the date and time of the next scheduled Finance and General Purposes Committee meeting as Tuesday, 20 June 2023 at 19.00.	Noted		Local Government Act 1972, Sch 12, p10 (2)(a)

The meeting closed at 7.15pm

Signed as a true record of the Meeting: _____ Dated _____

Presiding chair of approving meeting



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB
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116/23

DRAFT Minutes of the Finance and General Purposes Committee meeting held on 20th June 2023 at 7pm in the Radcliffe Room, The Grange Radcliffe on Trent

Members Present:

Cllr Phil Thomas (Chair)	Cllr Gillian Dunn (Vice Chair)	Cllr Anne McLeod
Cllr Irene Dovey	Cllr Oli Bere	Cllr Tracy James

Members Absent:

Cllr Sue Clegg		

In attendance:-

Belina Boyer (Parish Clerk)	Hayley Gandy (Administrator)	1 member of public
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Agenda No	Agenda Item	Resolution	Action	Power/Regulation
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not exceeding 5 minutes, with a maximum of 15 minutes in total.	1 member of the public, wished to view a council meeting as considering to apply for Parish Council through co-option.		Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	Please see the Standing Orders 3 d-n for details.			
	Welcome by the chair of the committee.	Welcome to members of the public and committee members.		
FGP24/014	To note apologies for absence.	Cllr Sue Clegg – accepted.		Local Government Act 1972, s85 (1) & Sch 12, p40.
FGP24/015	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Cllr Anne McLeod – item FGP24/024		Localism Act 2011, s31.
FGP24/016	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None		Localism Act 2011, s33.
FGP24/017	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	The committee resolved to exclude public and press for item FGP24/31.		Public Bodies (Admissions to Meetings) Act 1960 1 (2)
FGP24/018	To receive the minutes of the previous Radcliffe-on-Trent Parish Finance and General Purposes Committee meeting(s) and resolve	The committee unanimously resolved to sign the minutes of Finance and General Purposes Committee meeting Tuesday 30		Local Government Act 1972, Sch 12, p41 (1).

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	to sign these as a true record of the meeting(s). Paper A – Finance and General Purposes Committee meeting Tuesday 30 May 2023.	May 2023 as a true record of that meeting..		
FGP24/019	To receive a verbal progress report by the clerk on action points from the last meeting.	AGAR has been submitted to the External Auditor, posted to the website and on noticeboards in the Grange Hall and in the village.		
FGP24/020	To receive and approve the payments listings for April and May 2023. Paper B	Discussed at length – it was suggested that the clerk check if any of the call out fees for security is recuperable from those who fitting the new meter. It was also noted that 2 monitors were purchased when there was fault but IT were able to fix older ones. Proposed to approve payment listings by Cllr McLeod Seconded by Cllr O Bere Unanimously approved.	Clerk to check if security call out fees are recuperable.	
FGP24/021	To receive and note the summary and detailed income and expenditure reports for April and May 2023. Paper C	Election fund budget discussed at length. The Clerk recommended to wait until the council had been billed for this year’s election process before considering what to do with this budget heading.	Clerk/RFO to propose suitable virements at an appropriate time.	

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
		The committee noted the summary and detailed income and expenditure reports for April and May 2023..		
FGP24/022	To receive and note the balance sheets for April and May 2023. Paper D	The committee noted the balance sheets for April and May 2023.		
FGP24/023	To receive and note the summary and detailed forecast for council income and expenditure. Paper E	The committee noted the summary and detailed forecast for council income and expenditure.		
FGP24/024	To consider and application for the free room hire from the Jefferey Limmer Trust. Paper F	Proposed by Cllr Dunn Seconded by Cllr Bere the committee unanimously resolved to approve free room hire for the Jefferey Limmer Trust for its quarterly meetings.	Clerk/RFO to look into effective way of accounting for cost of free room hire.	
FGP24/025	To consider a grant application by The Radcliffe on Trent Charity Carnival for £250. Paper G	Proposed by Cllr Dunn Seconded by Cllr Bere the committee unanimously resolved to approve the grant application for £250 subject to sponsorship recognition.	Clerk to respond and request recognition for use of facilities and grant.	
FGP24/026	To consider a proposal by Cllr O Bere a) To register The Manvers Arms as an Asset of Community Value (ACV) under the	Cllr Bere withdrew proposal a). Following a detailed discussion, Cllr Bere amended his proposal, seconded by Cllr Thomas. The Committee resolved to express an interest in purchasing the	Clerk to write to Star Brewery to express an interest in purchasing the Manvers Pub. Clerk to investigate how to meet the pre-requisites	

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	<p>appropriate legislation as soon as possible.</p> <p>b) To apply for funding for The Parish Council to acquire The Manvers Arms to run as a Community Pub prior to the deadline of 12th July 2023.</p> <p>Paper H</p>	<p>building to the owner and further investigate the options under the Community Ownership Fund in time to meet one of the later quarterly deadlines.</p>	<p>of "expression of Interest" under the Community Ownership fund.</p>	
FGP24/027	<p>To receive and note the bank reconciliation to the 31 May 2023 – to follow.</p>	<p>Noted.</p>	<p>Clarification from clerk, for more understandable format.</p>	
FGP24/028	<p>To receive and consider recommendation from Amenities Committee to release "further funds for tree work from reserves or to leave to emergency funds".</p> <p>Paper I</p>	<p>This committee to release further funds to amenities for necessary tree work. Proposed by Cllr Bere Seconded by Cllr Dunn unanimous</p> <p>Approved.</p>		
FGP24/029	<p>To consider the current bank signatories and any changes.</p> <p>a) Remove any previous members and staff</p> <p>b) Add the current Clerk/RFO</p> <p>c) Add a total of five members</p> <p>Paper J</p>	<p>The committee resolved to:</p> <p>a) Remove all former employees and members as signatories from all bank mandates, namely NatWest Bank and CCLA: .</p> <p>b) Proposed by Cllr Thomas Seconded by Cllr Dunn the committee unanimously resolved to add the clerk Belina Boyer as signatory to all bank and finance accounts.</p>	<p>Accounts Clerk to prepare relevant paperwork to remove and add signatories.</p>	

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
		c) The committee unanimously resolved to add Cllrs McLeod and Dovey to the existing list of member signatories which are Cllrs Clegg, Dunn and Thomas.		
FGP24/030	To receive and note the draft minutes of the Personnel Sub-Committee held 14/06/2023. Paper K	The committee noted the minutes of the . Personnel Sub-Committee held 14/06/2023.		
FGP24/031	To consider and approve the recommendations of the personnel committee held 14/06/2023 Exclusion of public and press recommended due to the personal items under consideration. Paper L	The committee resolved to offer the administrator an increase in working hours to 25 hours per week for four months effective from July 2023 and to review this temporary arrangement after three months. (P&W24/006) The Committee resolved to pay a one -off honorarium payment to members of staff who took on additional duties up and beyond the duties described in the job description of their accepted post. The Committee resolved to pay an honorarium to make up the difference in pay from October 2022-the end of April 2023	Clerk/RFO to write to members of staff and instruct accounts clerk for payroll purposes..	Local Government Act 1972, s. 112

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
		a) For the administrator between SCP 6 and 7 respectively and SCP 13 b) The Accounts Clerk between the current SCP and SPC 25.		
FGP24/032	To timetable a Terms of Reference workshop for all members and committees in July.	Deferred to Full Council.	Clerk to add to agenda..	
FGP24/033	To consider and approve training and personal development for staff and councillors.	The report had not been available at the meeting. The clerk was asked to bring a training schedule to the next meeting.	Clerk to send out online course information to councillors.	
FGP24/034	To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> • Trial new format of financial information for next meeting. • Cllr Dunn sends apologies for next meeting. 		
FGP24/035	To note the date and time of the next scheduled Finance and General Purposes Committee meeting as Tuesday, 18 July 2023 at 19.00.	Noted.		Local Government Act 1972, Sch 12, p10 (2)(a)

The meeting closed at

Signed as a true record of the Meeting: _____ Dated _____

Presiding chair of approving meeting

DRAFT



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB

Tel: 0115 933 5808, Email: clerk@rotpc.com, Web: www.rotpc.com

100

DRAFT Minutes of the Grange and Grange Hall Committee meeting held on 6th June 2023 at 7pm in the Radcliffe Room, The Grange Radcliffe on Trent

Members Present:

Cllr Sue Clegg (Chair)	Cllr Tracie Bere (Vice Chair)	Cllr Anne McLeod
Cllr Gillian Dunn	Cllr Phil Thomas	Cllr Irene Dovey
Cllr Harry Curtis		

Members Absent:

Cllr Matt Douglas-Kirk	Cllr Tracy James	
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In attendance:-

Claire Sutcliffe (Hall Manager)	Hayley Gandy (Administrator)	
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Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not exceeding 5 minutes,	None present		Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
	with a maximum of 15 minutes in total. Please see the Standing Orders 3 d-n for details.			
	Chairs Welcome	Cllr Clegg welcome to all members of the committee and welcome to Cllr T Bere as the Vice Chair		
GGH24/001	To note apologies for absence.	Cllr Matt Douglas-Kirk and Cllr Tracy James accepted.		Local Government Act 1972, s85 (1) & Sch 12, p40.
GGH24/002	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None		Localism Act 2011, s31.
GGH24/003	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None		Localism Act 2011, s33.
GGH24/004	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	None		Public Bodies (Admissions to Meetings) Act 1960 1 (2)

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
GGH24/005	<p>To receive the minutes of the previous Radcliffe-on-Trent Parish Grange and Grange Hall Committee meeting(s) and resolve to sign these as a true record of the meeting(s).</p> <p>Paper A – Grange and Grange Hall Committee meeting 4 April 2023</p>	<p>Proposed to sign by Cllr McLeod Seconded by Cllr Dunn Unanimous approved</p>		<p>Local Government Act 1972, Sch 12, p41 (1).</p>
GGH24/006	<p>To note the Grange and Grange Hall and Events Revenue Budget for 2023/2024</p> <p>Paper B</p>	<p>Discussed at length. Documents shown were the budget not the ongoing forecast information. It was noted that the events had different amounts in.</p>	<p>To clarify with accounts clerk</p>	
GGH24/007	<p>To consider amendments a draft Terms of Reference document for recommendation to Full Council in June.</p> <p>Paper C</p>	<p>It was considered to change the power to spend the designated reserves for the Grange and Grange Hall refurbishment for instance. The current power of spend contradicts financial reserves policy. It was stated that there is a wish to move more quickly on a project and not be delayed by committee. It is the committee responsibility to oversee the work by staff, not set the work or micro manage. Grounds come under the amenities umbrella. Marketing and pricing working</p>		<p>Local Government Act 1972,s101</p>

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		groups required. Terms of reference need further reviewing.		
GGH24/008	To consider future ambitions for the inclusion in a 4-year plan – to follow	Visions for the hall and Grange for the future was considered. The Clerk and Cllr Douglas- Kirk plan to hold a ideas session with staff to get aspirational ideas. A common obligation is to increase facilities usage.		
GGH24/009	To receive and note the Hall Managers report – verbal update.	<p>Hall Managers report:</p> <ul style="list-style-type: none"> • Our 3rd caretaker, Ian Carr, has signed a 6-month contract until 12th October 2023 for 12 hours per week. This will be reviewed and hopefully extended in due course. • A meeting with all 3 caretakers, the Hall Manager and the Chair of The Grange & Grange Hall Committee, Cllr Clegg, took place on 23rd May. This was used as a forum to discuss various things affecting the smooth running of events and to document maintenance requirements and suggestions for improvements which will 	<p>Review of Terms and conditions required. Review of pricing.</p> <p>To go to amenities to consider options for tidying the grange grounds at weekends.</p> <p>Have the representative for school groups speak to the schools about the vandalism and litter.</p>	

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		<p>feed into a new 4-year plan.</p> <ul style="list-style-type: none"> • There were a couple of events at the end of April which resulted in an unacceptable level of cleaning left for the caretakers after the hirers had left. This then led to lengthy discussions between the Hall Manager and the hirers over how much of their bond it was acceptable to retain. We have now put in place several processes to hopefully prevent or at least mitigate the impact of this in the future. • Gazebo – images taken on the morning of Sunday 4th June by Dave Bunce and emailed to the Hall Manager show destruction of planters, a lot of litter and broken glass. This is an ongoing issue that creates a lot of work for the caretakers who are not officially responsible for The Grange grounds and means they are not available for the 		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		<p>caretaking work in the buildings that they have been put on shift to do.</p> <ul style="list-style-type: none"> • May saw another successful ROT Drama Group production at Grange Hall bringing in £2500 of income. • The Silver Cinema in May had 50 attendees which was fewer than the last few months. This may be because it was school holidays, and more people were away or with family. This is one of the issues with always holding it on the last Wednesday of the month. Whilst it is good from a consistency point of view, this could have potentially been more successful the week before on 24th May when we also had no other events on whereas on 31st May the caretakers had to turn the Hall round straight after the cinema ready for a big event in the 		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		<p>evening with very little time to spare.</p> <p><i>Cllr Dovey left the meeting at 8.30pm</i></p>		
GGH24/010	To receive and note the Events Working group update – to follow	Noted that events met for the Christmas Fair meeting on 31 st May, there is a village show meeting on 14 th June. Feedback from the picnic in the park was to have possible themed picnic in the park for coming years. Thanks to Cllr Clegg for all the work for the coronation and picnic in the park.		
GGH24/011	To receive and note correspondence and feedback from hirers.	Noted. Committee presented with positive comments from residents regarding the Picnic in the park event from social media.		
GGH24/012	To note the date and time of the next scheduled Grange and Grange Hall Committee meeting as Tuesday, 4 July 2023 at 19.00.	Noted.		Local Government Act 1972, Sch 12, p10 (2)(a)

The meeting closed at 8.50pm

Signed as a true record of the Meeting: _____ Dated _____

Presiding chair of approving meeting

DRAFT



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB
Tel: 0115 933 5808, Email: clerk@rotpc.com, Web: www.rotpc.com

87/23

DRAFT Minutes of the Planning and Environment Committee meeting held on 30th May 2023 at 7.20pm in the Radcliffe Room, The Grange Radcliffe on Trent

Members Present:

Cllr Matt Douglas – Kirk (Chair)	Cllr Anne McLeod	Cllr Phil Thomas
Cllr Sue Clegg	Cllr Irene Dovey	

Members Absent:

Cllr Nikki Farnsworth	Cllr Tracy James	

In attendance:-

Belina Boyer (Clerk)	Hayley Gandy (Administrator)	
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Agenda	Agenda Item title	Resolution	Action	Power/Regulation
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not exceeding 5 minutes, with a maximum of 15 minutes	None present		Public Bodies (Admissions to Meetings) Act 1960, s 1(1).

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
	in total. Please see the Standing Orders 3 d-n for details.			
P&E 24/001	To note apologies for absence.	Cllr James and Cllr Farnsworth. Accepted.		Local Government Act 1972, s85 (1) & Sch 12, p40.
P&E 24/002	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None		Localism Act 2011, s31.
P&E 24/003	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None		Localism Act 2011, s33.
P&E 24/004	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	None present.		Public Bodies (Admissions to Meetings) Act 1960 1 (2)
P&E 24/005	To receive the minutes of the previous Planning and Environment Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Planning and Environment Committee Meeting Tuesday 25 th April 2023	Proposed to sign by Cllr Clegg Seconded by Cllr Dovey Unanimous Approved.		Local Government Act 1972, Sch 12, p41 (1).

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
P&E 24/006	<p>To note that the following planning application has been withdrawn: 23/00305/REM - Application for matters reserved under application ref: 18/02806/OUT for approval of appearance, landscaping, layout and scale for phase 1 of residential development, construction of 102 residential dwellings and associated infrastructure.</p> <p>Location: Land North Of Nottingham Road Radcliffe On Trent, Nottinghamshire</p>	Noted		
P&E 24/007	<p>To consider the following planning application for comment: 23/00725/TPO T1 - (Weeping Willow) - Pollard and reduce two central limbs 26 Prince Edward Crescent Radcliffe On Trent Nottinghamshire NG12 2DX</p>	Proposed to refer to Tree Officer by Cllr McLeod Seconded by Cllr Dovey unanimous – carried .	Clerk to send comment to RBC that PC Refer to TRO	
P&E 24/008	<p>To consider the following planning application for comment: 23/00817/FUL Single storey rear extension to replace existing conservatory 43 Covert Crescent Radcliffe On Trent Nottinghamshire NG12 2HN</p>	Proposed not to object to application by Cllr Thomas Seconded by Cllr Dovey unanimous – carried	Clerk to send comment to RBC that PC Do not object	

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
P&E 24/009	To consider the following planning application for comment: 23/00824/FUL Change of Use of 2 x Agricultural Sheds to Class E(g)(iii) and Class B8 Uses along with alterations to the Existing External Elevation and external ground regrading. Alterations to access including widening front access and addition of a passing place. Shelford Lodge Shelford Road Radcliffe On Trent Nottinghamshire NG12 1EA	Proposed to object on the grounds of traffic impact and accessibility of site by Cllr Thomas Seconded by Cllr Clegg Unanimous – carried	Clerk to send comment to RBC that PC Object on the grounds of traffic impact and accessibility of site	
P&E 24/010	To consider the following planning application for comment: 23/00887/FUL Two storey rear extension; Rear box dormer; Roof light to front elevation; Solar panels to side elevation 15 Cliff Drive Radcliffe On Trent Nottinghamshire NG12 1AX	Discussed at length. Noted that neighbour had made a comment. Proposed to object on the grounds of overbearing development for 13A by Cllr McLeod seconded by Cllr Clegg 3 object 1 do not object 1 abstain – carried	Clerk to comment to RBC that PC object on the grounds of overbearing development.	
P&E 24/011	To consider the following planning application for comment: 23/00900/FUL Construction of first floor with shallow pitch roof, to replace existing pitched roof and dormers, includes alterations to doors and	Discussed that PC objected previously and RBC rejected too now resubmitted. Proposed not to object by Cllr Thomas Seconded by Cllr Clegg unanimous – carried	Clerk to comment to RBC that PC does not object to this application.	

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
	fenestration, rooflights, solar panels and application of render. Construction of detached single storey garage. 22A Cliff Drive Radcliffe On Trent Nottinghamshire NG12 1AX			
P&E 24/012	<p>To consider the following planning application for comment: 23/00725/TPO T1 - (Weeping Willow) - Pollard and reduce two central limbs 26 Prince Edward Crescent Radcliffe On Trent Nottinghamshire NG12 2DX</p>	Duplicated item.		
P&E 24/013	<p>To note the following planning decisions:</p> <ul style="list-style-type: none"> a) 23/00656/FUL - 6A Cropwell Road Radcliffe On Trent Nottinghamshire NG12 2FS – Permission Granted b) 23/00702/FUL - 3 Cropwell Gardens Radcliffe On Trent Nottinghamshire NG12 2JF - Permission Granted c) 23/00662/NMA - House On The Hill 1 Dewberry Lane Radcliffe On Trent, Nottinghamshire NG12 2JH - NON-MATERIAL AMENDMENT AGREED 	Noted.		

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
P&E 24/014	To consider street naming proposals. Paper B	Discussed at length. Committee suggested the following:- Upton, Ingram, Elwin, Breedon, Norton, Turner Proposed by Cllr Clegg, seconded by Cllr McLeod unanimous - carried		
P&E 24/015	To receive any items for notification to be included on a future agenda – for information only	Cllr Thomas – rescope trains working group sub committee		
P&E 24/016	To note the date and time of the next scheduled Planning and Environment Committee meeting as Tuesday, 27 June 2023 at 19.00.	Noted. Cllr Clegg and Cllr Douglas-Kirk send apologies for this meeting.		Local Government Act 1972, Sch 12, p10 (2)(a)

The meeting closed at 8pm

Signed as a true record of the Meeting: _____ Dated _____

Presiding chair of approving meeting

PAPER C

Document Retention and Disposal Policy

1. Introduction

- 1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.
- 1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

- 2.1 The aim of this document is to provide a working framework to determine which documents are:
 - Retained – and for how long; or
 - Disposed of – and if so by what method.
- 2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
 - 'With compliments' slips.
 - Catalogues and trade journals.
 - Non-acceptance of invitations.
 - Trivial electronic mail messages that are not related to Council business.
 - Requests for information such as maps, plans or advertising material.
 - Out of date distribution lists.
- 2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.

- 24 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations

3. Roles and Responsibilities for Document Retention and Disposal

- 3.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.
- 3.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

4. Document Retention Protocol

- 4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
- Facilitate an audit or examination of the business by anyone so authorised.
 - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
 - Verify individual consent to record, manage and record disposal of their personal data.
 - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
- 4.3 To facilitate this the following principles should be adopted:
- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
 - Documents that are no longer required for operational purposes but need retaining should be placed at the records office.
- 4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.
- 4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document Disposal Protocol

- 5.1 Documents should only be disposed of if reviewed in accordance with the following:
- Is retention required to fulfil statutory or other regulatory requirements?
 - Is retention required to meet the operational needs of the service?

- Is retention required to evidence events in the case of dispute?
 - Is retention required because the document or record is of historic interest or intrinsic value?
- 52 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.
- 53 Documents can be disposed of by any of the following methods:
- Non-confidential records: place in waste paper bin for disposal.
 - Confidential records or records giving personal information: shred documents.
 - Deletion of computer records.
 - Transmission of records to an external body such as the County Records Office.
- 54 The following principles should be followed when disposing of records:
- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
 - the Freedom of Information Act or cause reputational damage.
 - Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
 - Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
 - Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).
- 55 Records should be maintained of appropriate disposals. These records should contain the following information:
- The name of the document destroyed.
 - The date the document was destroyed.
 - The method of disposal.
- 6. Data Protection Act 2018 – Obligation to Dispose of Certain Data**
- 6.1 The Data Protection Act 2018 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:
- Data that relates to a living individual who can be identified:
- a) from the data, or
 - b) from those data and other information which is in the possession of, or is likely to come into the possession of the data controller.
- It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.
- 62 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.
- 63 Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:
- Personal data is processed fairly and lawfully and, in particular, shall not be

processed unless specific conditions are met.

- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. Scanning of Documents

7.1 In general once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.

7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.

7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. Review of Document Retention

8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).

8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

- *Local Council Administration*, Charles Arnold-Baker, 12th edition, Chapter 11
- NALC LTN 40 – *Local Councils' Documents and Records*, January 2013
- NALC LTN 37 – *Freedom of Information*, July 2009
- *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

9. List of Documents

9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

This model document is intended as an example only. Councils Will need to consider the content carefully and adapt it to meet Their individual circumstances.

Radcliffe-on-Trent Parish Council Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Disposal
Minutes	Indefinite	Archive	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority
Agendas	5 years	Management	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	6 years	Management	Bin
Receipt and payment accounts	Indefinite	Archive	N/A
Receipt books of all kinds	6 years	VAT	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Confidential waste

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Document	Minimum Retention Period	Reason	Disposal
Cheque book stubs	Last completed audit year	Audit	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Confidential waste

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Document	Minimum Retention Period	Reason	Disposal
VAT records	6 years generally but 20 years for VAT on rents	VAT	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Bin
Wages books/payroll	12 years	Superannuation	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Bin
Insurance company names and policy numbers	Indefinite	Management	N/A
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Bin
Town Park equipment inspection reports	21 years		
Investments	Indefinite	Audit, Management	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A

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Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Bin
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the	N/A

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Document	Minimum Retention Period	Reason	Disposal
		use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).	
Magazines and journals	<p>Council may wish to keep its own publications</p> <p>For others retain for as long as they are useful and relevant.</p>	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.	Bin if applicable
Record-keeping			

<p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names 	<p>The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT company.</p>	<p>Management</p>	<p>Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>
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Document	Minimum Retention Period	Reason	Disposal
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management	Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

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Correspondence relating to staff	<p>If related to Audit, see relevant sections above.</p> <p>Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months</p> <p>Recommend this period be for 3 years</p>	<p>After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.</p>	<p>Confidential waste</p> <p>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>
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Documents from legal matters, negligence and other torts

Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories.

Document	Minimum Retention Period	Reason	Disposal
If in doubt, keep for the longest of the three limitation periods.			
Negligence	6 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years		Confidential waste.
Sums recoverable by statute	6 years		Confidential waste.
Personal injury	3 years		Confidential waste.
To recover land	12 years		Confidential waste.
Rent	6 years		Confidential waste.
Breach of trust	None		Confidential waste.
Trust deeds	Indefinite		N/A

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For Halls, Centres, Recreation Grounds			
<ul style="list-style-type: none"> • Application to hire • Invoices • Record of tickets issued 	6 years	VAT	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Lettings diaries	Electronic files linked to accounts	VAT	N/A
Terms and Conditions	6 years	Management	Bin

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Document	Minimum Retention Period	Reason	Disposal
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management	Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
For Allotments			
Register and plans	Indefinite	Audit, Management	N/A
Minutes	Indefinite	Audit, Management	N/A
Legal papers	Indefinite	Audit, Management	N/A
For Burial Grounds			
<ul style="list-style-type: none"> • Register of fees collected • Register of burials • Register of purchased graves • Register/plan of grave spaces • Register of memorials • Applications for interment • Applications for right to erect memorials • Disposal certificates • Copy certificates of grant of exclusive right of burial 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204)	N/A
Planning Papers			
Applications	1 year	Management	Bin

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Appeals	1 year unless significant development	Management	Bin
Trees	1 year	Management	Bin
Local Development Plans	Retained as long as in force	Reference	Bin
Local Plans	Retained as long as in force	Reference	Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	N/A
CCTV			
Daily notes	Daily	Data protection	Confidential waste
Radio rotas	1 week	Management	Confidential waste
Work rotas	1 month	Management	Confidential waste
Observation sheets	3 years	Data protection	Confidential waste

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Document	Minimum Retention Period	Reason	Disposal
Stats	3 years	Data protection	Confidential waste
Signing in sheets	3 years	Management	Confidential waste
Review requests	3 years	Data protection	Confidential waste
Discs – master and working	For as long as required	Data protection	Confidential waste
Internal Operations Procedure Manual	Destroy on renewal Review annually	Management	Confidential waste
Code of Practice	Destroy on renewal Review annually	Management	Confidential waste
Photographs/digital prints	31 days	Data protection	Confidential waste

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PAPER D

Parish Council Meetings from July 2023 to September 2024

Month	Date	Meeting	Month	Date	Meeting
July	4	G&GH	Feb	6	Amenities
	11	Amenities		13	Planning/G&GH
	18	F&GP		20	-
	25	Full Cou. & Planning		27	F&GP/Full Council
Aug	1	-	Mar	5	Amenities
	8	-		12	Planning/G&GH
	15	-		19	-
	22	Full Council		26	-
	29	-	Apr	2	Amenities
Sept	5	Amenities		9	Planning/G&GH
	12	Planning/G&GH		16	-
	19	-		23	F&GP/Full Council
	26	F&GP/Full Council		30	-
Oct	3	Amenities	May	7	Amenities
	10	Planning/G&GH		14	Planning/G&GH
	17	-		21	-
	24	F&GP/Full Council		28	F&GP/Full Council
	31	-	June	4	Amenities
Nov	7	Amenities		11	Planning/G&GH
	14	Planning/G&GH		18	-
	21	-		25	F&GP/Full Council
	28	F&GP/Full Council	July	2	Amenities
Dec	5	Amenities		9	Planning/G&GH
	12	Planning/G&GH		16	-
	19	-		23	F&GP/Full Council
	26	-		30	-
Jan '24	2	Amenities	Aug	6	-
	9	Planning/G&GH		13	Full Council
	16	-		20	-
	23	F&GP/Full Council		27	-
	30	-	Sept	3	Amenities

Rationale:

Planning on 2nd Tuesday of month as RBC councillors have a cabinet meeting that evening so would be unable to attend PC meetings – which is ok for planning -as all planning applications referred to RBC.

Planning and Full Council 2 weeks apart so any urgent planning applications can come to Full Council, thereby removing the necessity for an extraordinary planning meeting.

F&GP directly before Full Council so any financial/Personnel decisions can be agreed at F&GP and brought straight to Full Council.

Full Council rather than Planning in August in case any issues arise as a result of a month of no meetings.

Amenities as a stand-alone as that is likely to increase in scope over the next few months.

Grange & Grange Hall should become less time-consuming.

PAPER G



Nottinghamshire Association of Local Councils

(Affiliated to the National Association of Local Councils)

The Minster Chambers, Southwell, Notts. NG25 0HD

www.nottsalc.co.uk

County Secretary: Tanya Grimes

Email: office@nottsalc.org.uk

Tel: 01636816890

June 2023

78th AGM

Supported by



TO ALL MEMBER COUNCILS AND MEETINGS

Dear Colleague

ANNUAL GENERAL MEETING 2023

This is to notify you that the 78th Annual General Meeting of the Nottinghamshire Association of Local Councils will be held on **Monday 11 September** at Oxton Village Hall, Main Street, Oxton, Nottinghamshire, NG25 0SA commencing at 7.30pm. Once again, we plan to have a light buffet for members to enjoy before the meeting starts. This will be available from 6.30pm and will provide an opportunity for members to meet and get to know each other and to view the trade stands from companies of interest to parish councils.

Our speaker will be Hazel Broatch, Project Manager of the Civility and Respect Project.

This notice is accompanied by **5 forms** to be returned.

Form A - Appointment of Voting Delegates

In accordance with the constitution of the Association every member council is entitled to appoint **ONE** voting delegate to vote at the Annual General Meeting. That does not mean only one person from any council can attend the AGM, indeed we welcome the interest of all councillors and clerks, but to ensure fairness only those nominated can vote.

Form B - Nominations for the Election of Officers

This form can be used to make nominations for a position of office within the committee.

Form C - Nominations for the election of the Executive Committee

As per the constitution, any member council can nominate **ONE** councillor from within their council for election to sit on the executive committee.

Form D - Submission of Motions for Debate

Member councils are also entitled to submit motions to be debated at the AGM. A maximum of two motions will be debated and they must be of relevance to all or a majority of member councils. **Please note the earlier submission date for this form.**

Form E - Long Service Certificate Nominations

Certificates for long service are awarded at the AGM, but only if details are sent to the office prior to the AGM. This year a new award has been added to mark a milestone in the length of continuous service as a chair.

Will all parish clerks please ensure that these papers are brought to the early attention of their council so that they can be acted upon within the required time limits. We urge all councils to ensure they are represented at this, the 78th Annual General Meeting of the Nottinghamshire Association of Local Councils.

Yours sincerely



Tanya Grimes
County Secretary

NOTTINGHAMSHIRE ASSOCIATION OF LOCAL COUNCILS

2023 ANNUAL GENERAL MEETING

APPOINTMENT OF VOTING DELEGATES

(insert name of council or parish meeting)
hereby appoints the following voting delegate:-

Name *(please print)*

As resolved at the meeting on:

Important note to the Clerk:

Please ensure that this form is completed and returned to Nottinghamshire Association of Local Councils, Minster Chambers, Church Street, Southwell, NG25 0HD; OR by email to office@nottsalc.org.uk; to arrive not later than **Tuesday 15 August 2023**. Forms received after that date cannot be accepted and your Council will have lost its right to vote at the AGM.

SignedClerk/Chair

Date.....

NOTTINGHAMSHIRE ASSOCIATION OF LOCAL COUNCILS
2023 ANNUAL GENERAL MEETING

NOMINATIONS FOR THE ELECTION OF OFFICERS FOR 2023/2024

(insert name of council or parish meeting) hereby makes the following nominations for the election of officers at the Annual General Meeting:-

PRESIDENT

Name (please print)

Please state your reason for nomination:

VICE PRESIDENT

Name (please print)

Please state your reason for nomination:

TREASURER

Name (please print)

Please state your reason for nomination:

AUDITOR

Name (please print)

Please state your reason for nomination:

Important note to the Clerk:

Please ensure that this form is completed and returned to Nottinghamshire Association of Local Councils, Minster Chambers, Church Street, Southwell NG25 0HD; OR by email to office@nottsalc.org.uk to arrive not later than **Tuesday 15 August 2023**. Forms received after that date cannot be accepted and your Council will have lost its right to make nominations.

SignedClerk/Chair Date.....

NOTTINGHAMSHIRE ASSOCIATION OF LOCAL COUNCILS

2023 ANNUAL GENERAL MEETING

NOMINATIONS FOR ELECTION OF THE EXECUTIVE COMMITTEE FOR 2023/2024

Each member council can only submit one nomination.

(insert name of council or parish meeting)

hereby makes the following nomination for election at the Annual General Meeting:-

Name *(please print)*

As resolved at the meeting on:

Please give a brief description of the candidate's service/qualifications/experience (not more than 100 words).

The person nominated is a councillor/clerk *(please delete as applicable)*.

Important note to the Clerk:

Please ensure that this form is completed and returned to Nottinghamshire Association of Local Councils, Minster Chambers, Church Street, Southwell NG25 0HD; OR by email to office@nottsalc.org.uk to arrive not later than **Tuesday 15 August 2023**. Forms received after that date cannot be accepted and your Council will have lost its right to make a nomination.

SignedClerk/Chair Date.....

SUBMISSION of MOTIONS for DEBATE

(insert name of council or parish meeting)
hereby submits the following item for consideration:-

as resolved at the meeting on :

As per the Notts ALC constitution, motions must be submitted by member councils (not by individual councillors). The Executive Committee will then determine whether a motion is compliant and, if more than two are received, which ones go forward to the AGM.

Important note to the Clerk:

Please ensure that this form is completed and returned to Nottinghamshire Association of Local Councils, Minster Chambers, Church Street, Southwell NG25 0HD; OR by email to office@nottsalc.org.uk to arrive not later than **20 July 2023**. Forms received after that date cannot be accepted and your Council will have lost its right to make a nomination.

Signed & Dated by
Clerk/Chair



Nottinghamshire Association of Local Councils

(Affiliated to the National Association of Local Councils)

The Minster Chambers, Southwell, Notts. NG25 0HD

www.nottsalc.co.uk

County Secretary: Tanya Grimes Email: office@nottsalc.org.uk Tel: 01636816890

LONG SERVICE CERTIFICATE NOMINATION FORM

*Nominees must be current serving Councillors or recently retired.
Certificates will be awarded for 25, 30, 35, 40, 45 and 50 years continuous service.*

Name of Council :

Name of Person Nominated Councillor: Mr/Mrs/Miss/Ms

(Please indicate as will appear on certificate – please write clearly)

Number of Years Service: From: **To:**

Is the Councillor currently serving **Yes** **No**

Retired from serving **Yes** **No**

Certificates will be awarded at Notts ALC's AGM on 11 September 2023.

Signed

Date:

*(This award is available to **members** of the Association only)*
TO BE RETURNED TO THE ABOVE ADDRESS BY 11 AUGUST 2023

Correspondence to meeting

Full Council 27 June 2023

- RCAN - Funding for Town and Parish Councils
- JPAG Practitioner's Guide
- Good Councillors Guide Finance and Transparency
- Notts ALC - Date for your diary ... AGM 11 September 2023
- NALC -  NALC EVENTS
- NALC Planning call for evidence
- RBC - New Leader at Rushcliffe Borough Council
- NCC - Boots and Beret Awards 2023
- Armed Forces Week - Reserves Day - 21 June
- Notts ALC: TOWN & PARISH COUNCILS & D-DAY 80 - 6TH JUNE 2024
- Notts ALC: Nottinghamshire Association of Local Councils - AGM 11 September 2023