



## 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, 20 July 2023

Dear Councillor,

You are hereby summoned to attend a meeting of the **Full Council** which will be held on **Tuesday 25 July 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.	
FC24/057	To note apologies for absence.	Local Government Act 1972, s85 (1) & Sch 12, p40.
FC24/058	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Localism Act 2011, s31.

Agenda no	Agenda Item title	Power/Regulation
FC24/059	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.
FC24/060	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)
FC24/061	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). <b>Paper A</b> –Parish Council meeting, Tuesday 30 May 2023	Local Government Act 1972, Sch 12, p41 (1).
FC24/062	To <b>note</b> the (draft) minutes of the council's committees: a) Amenities 11 July 2023 b) Finance and General Purposes 20 June 2023 - final c) Finance and General Purposes 18 July 2023 d) Grange and Grange Hall 4 July 2023 e) Planning and Environment 27 June 2023 <b>Paper B</b>	
FC24/063	To <b>receive and note</b> a verbal update by the clerk	
FC24/064	To <b>consider</b> an application for co-option to the council. <b>Paper C</b>	
FC24/065	To <b>consider</b> a Grant application by Radcooks Community Kitchen. <b>Paper D</b>	
FC24/066	To <b>consider</b> the proposed changes to the Nottinghamshire ALC constitution. <b>Paper E</b>	
FC24/067	To <b>receive and note</b> reports from members.	
FC24/068	To <b>receive</b> any items for notification to be included on a future agenda – for information only	
FC24/069	To <b>note</b> the date and time of the next scheduled Full Council meeting as Tuesday, 26 September 2023 at 20.00.	Local Government Act 1972, Sch 12, p10 (2)(a)

# PAPER A



## 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

### **DRAFT** Minutes of the Full Council meeting held on 27<sup>th</sup> June 2023 at 8pm in the Radcliffe Room, The Grange Radcliffe on Trent

#### Members Present:

Clr Anne McLeod (Chair)	Clr Oli Bere (Vice Chair)	Clr Matt Douglas-Kirk
Clr Gillian Dunn	Clr Phil Thomas	Clr Tracy James
Clr Harry Curtis	Clr Nikki Farnsworth	

#### Members Absent:

Clr Sue Clegg	Clr Tracie Bere	Clr Oliver Furniss
Clr Irene Dovey		

#### In attendance:-

Belina Boyer (Parish Clerk)	Hayley Gandy (Administrator)	1 Member of the public, 3 borough and county councillors.
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Agenda	Agenda Item title	Resolution	Action	Power/Regulation
	Chair's welcome	The Chair welcomed all councillors, Rushcliffe Borough Councillors and		

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
		members of the public to Full Council.		
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.	1 member of the public, did not wish to speak.		Public Bodies (Admissions to Meetings) Act 1960, s 1(1).
	To receive and note reports from Borough and County Councillors.	<p>RBC Cllr Clark – not a lot has happened with the elections happening recently.</p> <p>RBC Cllr Brennan would like to make the PC aware that they are aware of pitches at RSPCA with travellers. They are aware that they are exceeded designated pitches and council is taking action but it will take time.</p> <p>Some things that came out of the 4 year plan meeting recently have been put in motion.</p> <p>Cllr Clark went on to say that as there are travellers in the area try</p>		

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
		to be vigilant and keep gates locked at Wharf Lane. Cllr Upton stated that the pothole at RSPCA has been filled.		
FC24/041	To note apologies for absence.	Cllr Clegg, Cllr Furniss, Cllr Dovey and Cllr T Bere – Accepted		Local Government Act 1972, s85 (1) & Sch 12, p40.
FC24/042	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.		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.	None received.		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.	The Clerk reminded members that should they wish to debate the candidates suitability under item FC24/048, this would need to be done under exclusion of public and press.		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	The Council <b>resolved</b> to sign minutes of the Parish Council	Administrator to upload to publish.	Local Government Act 1972, Sch 12, p41 (1).

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
	resolve to sign these as a true record of the meeting(s). <b>Paper A</b> –Parish Council meeting, Tuesday 30 May 2023	meeting, Tuesday 30 May 2023, as true record.		
FC24/046	To <b>note</b> 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 <b>Paper B</b>	The Council <b>resolved</b> to note the draft minutes of the committees.		Local Government Act 1972, s. 112
FC24/047	To <b>receive and note</b> an update by the clerk	The Council <b>noted</b> that Ground staff have been busy planting throughout the village repairing the steps at Wharf Lane and adding grip tape to manhole covers to mitigate a slip hazard. They also reinstalled the lectern following repair.		
FC24/048	To <b>consider</b> an application for co-option to the council.	Cllr Dunn proposed Mr Harvey for the role of councillor, Cllr Curtis seconded the proposal. With 2 votes in Favour and 6 against the	Clerk to inform the candidate in writing.	

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
		candidate did not receive the required absolute majority of those present and voting. – nomination not considered.		
FC24/049	To <b>consider</b> a document retention policy for adoption. <b>Paper C</b>	The Council <b>resolved</b> to adopt the document retention policy.		
FC24/050	To <b>consider</b> adopting a revised meetings schedule from September 2023. <b>Paper D</b>	Discussed at length; the revised schedule would leave one Tuesday per month free of meetings.  Proposed by Cllr Thomas Seconded by Cllr James, the Council <b>resolved</b> to adopt a revised meeting schedule subject to a change for the Amenities Committee from 2 <sup>nd</sup> January to 16 <sup>th</sup> January 2024.	Administrator to add to meeting calendar and publish schedule.	
FC24/051	To <b>consider</b> a Strategic Plan workshop for 22 or 23 July 2023 or another suitable date in the near future.	Discussed at length.  Clerk to arrange a poll for dates to see if they can find a date to suit the majority.  Unanimously agreed to have a workshop.	Clerk to circulate a sample council mission statement and strategic and to arrange a poll for dates and a loose agenda.	
FC24/052	To <b>consider</b> a Terms of Reference workshop for council committees, sub-committees and working groups.	Discussed at length.  The Council agreed to hold a Terms of Reference workshop for		



Agenda	Agenda Item title	Resolution	Action	Power/Regulation
		council committees, sub-committees and working groups. 8 <sup>th</sup> August at 7pm.		
FC24/053	To <b>nominate</b> members to represent the council at the Nottinghamshire Association of Local Councils AGM 11 September and <b>consider</b> potential nominations for officers to the executive board. <b>Paper G.</b>	The Council nominated Cllr Clegg to be the voting representative for the Council. The Clerk would also attend.  The Council agreed to nominate Josephine Spencer for a long service award.	Clerk to send the relevant paperwork to Notts ALC.	
FC24/054	To <b>receive and note</b> reports from members.	The Chair, Vice-chair and Clerk had met with RBC Councillors who recognise enough hasn't been spent in the village.  Cllr McLeod attended the quarterly Jeffrey Limmer Trust meeting who wish to give £150 to families struggling with the cost of living. She also met with the head teachers of the juniors school and infants school – positive response from both.  Cllr Thomas, Cllr Bere and Cllr McLeod attended the Chairs training.		

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
		<p>Cllr McLeod wished to congratulate Jane Braybrook for her App that was mentioned in the Guardian.</p> <p>Cllr Dunn reported that she attended the first meeting of the Upper Saxondale Parish Council who were pleased with the transfer and appreciated the help received from Radcliffe PC.</p> <p>Cllr James and Cllr Bere met with trains stakeholders along with the MP.</p> <p>Cllr Douglas – tree on golf road now removed.</p>		
FC24/055	To <b>receive</b> any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> <li>• Remembrance Day Parade</li> <li>• RBL Building to be listed Asset of Community Value</li> </ul>		
FC24/056	To <b>note</b> the date and time of the next scheduled Full Council meeting as Tuesday, 25 July 2023 at 19.00.	The committee noted the next meeting to be on Tuesday 25 <sup>th</sup> July.		Local Government Act 1972, Sch 12, p10 (2)(a)

The meeting closed at 9.04pm

Signed as a true record of the Meeting: \_\_\_\_\_ Dated \_\_\_\_\_

Presiding chair of approving meeting

# PAPER B



## 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

144/23

### **DRAFT** Minutes of the Amenities Committee meeting held on 11<sup>th</sup> July 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 Tracie Bere	
Cllr Anne McLeod	Cllr Matt Douglas	

#### Members Absent:

Cllr Tracy James		
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#### In attendance:-

Belina Boyer (Clerk/RFO)	Hayley Gandy (Administrator)	
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#### Also present:

Cllr Sue Clegg and 2 members 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.			Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3
	Chair's welcome	The Chair commented on the great Carnival event on Saturday. He thanked all those involved in its organisation and the Mayor for attending. He praised the		

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
		council's caretaking staff. He stated that he had attended Chair training delivered by Notts ALC and would try to implement what he had learnt.		
AC24/035	To note apologies for absence.	Cllr James apologies for absence were noted.		Local Government Act 1972, s85 (1) & Sch 12, p40.
AC24/036	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None were received		Localism Act 2011, s31.
AC24/037	To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None were received.		Localism Act 2011, s33.
AC24/038	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 were required.		Public Bodies (Admissions to Meetings) Act 1960 1 (2)
AC24/039	To receive the minutes of the previous Radcliffe-on-Trent Parish Amenities Committee meeting(s) and resolve to sign these as a true record of the meeting(s). <b>Paper A</b> – Amenities Committee 13 <sup>th</sup> June 2023	Proposed by Cllr McLeod and seconded by Cllr O Bere the committee unanimously <b>resolved</b> to sign the minutes as a true record of the meeting 13 June 2023.	Administrator to post to website	Local Government Act 1972, Sch 12, p41 (1).

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
AC24/040	To <b>note</b> the Amenities Committee Revenue Budget for 2023/2024. <b>Paper B</b>	The committee <b>resolved to note</b> the Amenities Committee Revenue Budget for 2023/2024.		
AC24/041	To receive and <b>note</b> a verbal report on ground staff work.	The committee <b>noted</b> a verbal update on the activities of the grounds team which apart from the routine planting, watering, weeding and general maintenance also at this time of year also comprised the re-installation of a bench and emergency repairs to the steps at the recreation ground and removal of a leaking tap in the cemetery.		
AC24/042	To <b>note</b> a verbal update from the Conservation Group.	A member of the Conservation Group requested updates on replacement benches at the riverside and path cutting in the area and repairs to a handrail. He updated members that the Conservation Group will commission the grass cutting at Dewberry Hill in line with the <b>Dewberry Hill Management Plan 2020 – 2024</b> . Funding had been secured by the group to bring in a remote control brush cutter in late September to manage the site. The group would bring a proposal for tree planting to the September committee. The clerk updated that a contractor will be brought in to install benches	Clerk to order the benches with a back rest for the riverside and instruct a contractor to install them. Clerk to instruct contractor to do interim cut at Lilly Ponds and other footpaths. They will also arrange to meet with conservation group and contractor in early September.	

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
		approved by the council and provide an additional cut of the footpaths and the Dewberry grasslands in early September. The Committee noted this update unanimously.		
AC24/043	To <b>consider</b> renewal of the Streetwise waste contract. <b>Paper C</b>	Proposed by Cllr O Bere, seconded by Cllr Furniss the committee unanimously <b>resolved</b> to approve the Clerk's recommendations to the Streetwise contract..	Clerk to sign the renewal contract.	
AC24/044	To <b>consider</b> the temporary provision of toilet facilities at the Wharf Lane Recreation Ground. <b>Paper D</b>	Members acknowledged the considerable work by the administrator to obtain relevant quotes. Proposed by Cllr Furniss, seconded by Cllr Dunn the committee <b>resolved</b> to hire a single accessible cubicle on a trial basis. The unit to be serviced by the provider 2-3 times a week. The usage and any damage and anti-social behaviour would be closely monitored and the project aborted if the facilities are being abused. The committee <b>delegated</b> the choice of provider to the clerk.	Clerk to book portable toilet that is the best price option. Signs to be placed in the area stating vandalism being monitored and that "abuse it or lose it" sign be installed.	Localism Act 2011, s. 1-8
AC24/045	To authorise the Clerk to sign the licence to install a community board on Shelford Road. <b>Paper E</b>	Proposed by Cllr Dunn, seconded by Cllr McLeod the committee unanimously <b>resolved</b> to authorise the clerk to sign the licence.	Clerk to sign licence.	Localism Act 2011, s. 1-8
AC24/046	To <b>consider</b> a proposal by Cllr Furniss to repair, replace or cap off a tap in the cemetery.	Proposed by Cllr Douglas, seconded by Cllr McLeod the committee unanimously <b>resolved</b> to replace the tap with a	Accounts clerk to clarify the purpose of cemetery designated funds.	Localism Act 2011, s. 1-8

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	<b>Paper F</b>	stainless steel tap and column similar to one already in place elsewhere in the cemetery.	Clerk to instruct contractor to replace tap.	
AC24/047	To <b>consider</b> a proposal by Cllr Furniss: a) To purchase and install two picnic benches at Dewbury Hill near 'The Lawn' area. b) To install appropriate signage encouraging people to take their litter home with themselves. <b>Paper G</b>	Following a debate there were two proposals. Cllr Furniss's proposal was seconded by Cllr T Bere. The proposal was <b>not</b> carried. Proposed by Cllr McLeod seconded by Cllr Dunn the committee <b>resolved</b> to add this item to the Strategic Plan discussions by a majority vote.		Localism Act 2011, s. 1-8
AC24/048	To <b>consider</b> a proposal by Cllr Furniss: a) To purchase and install two picnic benches at the Lily Ponds near 'The Beach' area. b) To install appropriate signage encouraging people to take their litter home with themselves. <b>Paper H</b>	Cllr Furniss amended his proposal which was then second by Cllr Douglas. The Committee <b>resolved</b> to add the item to the Strategic Plan discussions in line with item AC24/047.		Localism Act 2011, s. 1-8
AC24/049	To <b>consider</b> a proposal by Cllr Furniss to fund and undertake a professional condition report of the Wharf Lane Pavilion <b>Paper I</b>	Proposed by Cllr Furniss seconded by Cllr Dunn the committee <b>resolved</b> to fund and undertake a condition report for the Wharf Lane Pavilion.	Clerk to obtain condition report.	Localism Act 2011, s. 1-8



Agenda No	Agenda Item	Resolution	Action	Power/Regulation
AC24/050	<p>To <b>consider</b> a proposal by Cllr Furniss:</p> <ul style="list-style-type: none"> <li>a) To refurbish the entire toilet block at Rockley Park to include new Male and Female toilet facilities.</li> <li>b) To clean the outside and roof of the current toilet block at Rockley Park to good order.</li> </ul> <p><b>Paper J</b></p>	<p>Cllr Furniss amended his proposal which was seconded by Cllr Dunn.</p> <p>The committee unanimously <b>resolved</b> to add the item AC/050 a) to the Strategic Plan discussions.</p> <p>Item AC24/050 b) was an operational matter and would be dealt with by the clerk.</p>	<p>Clerk to arrange for the cleaning the outside and roof of the current toilet block at Rockley Park to good order.</p>	<p><a href="#">Public Health Act 1936, s. 87</a></p>
AC24/051	<p>To <b>consider</b> a proposal by Cllr Furniss to fund and replace in full the steps at The Rec/Skatepark, with a new handrail that is fit for purpose. 'Caution Steep Steps' signage to remain.</p> <p><b>Paper K</b></p>	<p>Following the recent repairs to the steps a replacement of the steps was no longer considered an imminent requirement. Cllr Furniss amended the proposal to retain and maintain the steps which was <b>carried</b> unanimously.</p>	<p>Clerk to update the committee on any reserves held for steps repairs.</p>	<p>Localism Act 2011, s. 1-8</p>
AC24/052	<p>To <b>consider</b> a proposal by Cllr Furniss:</p> <ul style="list-style-type: none"> <li>a) To fund and install a new fence between Valley Road Play area and the open space behind.</li> <li>b) To repair the current 'gaps' in fencing around the hedgerow of the play area</li> </ul> <p><b>Paper L</b></p>	<p>Cllr Furniss amended his proposal which was seconded by Cllr Bere. The committee unanimously <b>resolved</b> to add the item AC/052) to the Strategic Plan discussions and to arrange a meeting to discuss what the options are for this area.</p>	<p>Clerk to arrange a site visit.</p>	<p>Localism Act 2011, s. 1-8</p>
AC24/053	<p>To <b>consider</b> a proposal by Cllr Furniss:</p>	<p>Cllr Furniss amended his proposal. The committee unanimously <b>resolved</b></p>	<p>Clerk to make relevant arrangements with contractor.</p>	<p>Localism Act 2011, s. 1-8</p>

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	<p>a) To repair and clean the current steps down from Valley Road to the Lily Ponds (Marked Yellow on Map A)</p> <p>b) To repair the current handrail along the path towards the weir (Marked Red on Map A)</p> <p>c) To clean/install new steps on the lower section of path (Marked Purple on Map A)</p> <p>d) To install a new handrail (wooden) the full length to join existing sections (Marked Purple on Map A)</p> <p>e) To make improvements to the pathed access to the weir with a new suitable surface (Marked on Map A)</p> <p><b>Paper M</b></p>	<ul style="list-style-type: none"> <li>• That the Clerk would instruct a contractor to carry out tasks a) and b)</li> <li>• Request the Conservation group to try to dig the mud of the lower steps. A member of the conservation group would bring this to the group.</li> <li>• To look into options and costings for items d) and e) and bring to a future meeting.</li> </ul>	<p>Conservation Group to dig out the mud from the lower steps. Clerk to obtain costings for items d) and e)</p>	
AC24/054	<p>To <b>consider</b> a proposal by Cllr Furniss:</p> <p>a) To approve Parish Council funding and planting of wildflower/meadow flower plants in the triangle area on Bingham Road and to reduce the mowing contract to exclude this</p>	<p>The committee unanimously <b>resolved</b> to add the item AC/054 to the Strategic Plan discussions.</p>		<p>Localism Act 2011, s. 1-8</p>

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	<p>area from future cutting with the relevant price adjustment.</p> <p>b) To approach the Borough and County Council for Wildflower planting approval in other key areas of the village and request new 'signage' for all wildflower areas to match. (Example in Appendix A).</p> <p><b>Paper N</b></p>			
AC24/055	To <b>receive</b> any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> <li>• Standing item of “update by members” or similar.</li> <li>• Permission for archaeological dig</li> </ul>	Clerk to add to next agenda	
AC24/056	To <b>note</b> the date and time of the next scheduled Amenities Committee meeting as Tuesday, 05 September 2023 at 19.00.	Noted by all.		Local Government Act 1972, Sch 12, p10 (2)(a)

At the end of the meeting Cllr Furniss presented the committee with an outdoor defibrillator cabinet, a LifepakCR2 defibrillator and a bleed kit that had been gifted to the Council anonymously.

The meeting closed at 9pm

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

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

116/23

### Minutes of the Finance and General Purposes Committee meeting held on 20<sup>th</sup> 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 <b>resolved</b> 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 <b>resolved</b> 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). <b>Paper A</b> – 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 <b>approve</b> the payments listings for April and May 2023. <b>Paper B</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. <b>Paper C</b>	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 <b>noted</b> the summary and detailed income and expenditure reports for April and May 2023..		
FGP24/022	To receive and <b>note</b> the balance sheets for April and May 2023. <b>Paper D</b>	The committee <b>noted</b> the balance sheets for April and May 2023.		
FGP24/023	To receive and <b>note</b> the summary and detailed forecast for council income and expenditure. <b>Paper E</b>	The committee <b>noted</b> the summary and detailed forecast for council income and expenditure.		
FGP24/024	To <b>consider</b> and application for the free room hire from the Jefferey Limmer Trust. <b>Paper F</b>	Proposed by Cllr Dunn Seconded by Cllr Bere the committee unanimously <b>resolved</b> 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 <b>consider</b> a grant application by The Radcliffe on Trent Charity Carnival for £250. <b>Paper G</b>	Proposed by Cllr Dunn Seconded by Cllr Bere the committee unanimously <b>resolved</b> 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 <b>consider</b> 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 <b>resolved</b> 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><b>Paper H</b></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 <b>receive and note</b> 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><b>Paper I</b></p>	<p>This committee to release further funds to amenities for necessary tree work. Proposed by Cllr Bere Seconded by Cllr Dunn unanimous <b>Approved.</b></p>		
FGP24/029	<p>To <b>consider</b> 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><b>Paper J</b></p>	<p>The committee <b>resolved</b> to:</p> <p>a) <b>Remove</b> 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 <b>resolved</b> 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 <b>resolved</b> 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. <b>Paper K</b>	The committee <b>noted</b> the minutes of the . Personnel Sub-Committee held 14/06/2023.		
FGP24/031	To <b>consider</b> and <b>approve</b> the recommendations of the personnel committee held 14/06/2023 <b>Exclusion of public and press recommended due to the personal items under consideration.</b> <b>Paper L</b>	The committee <b>resolved</b> 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 <b>resolved</b> 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 <b>resolved</b> 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. (P&W007) The committee <b>resolved</b> to offer the clerk/RFO an increase in working hours to 35 hours per week to accommodate the review of all council procedures and policies and to facilitate the execution of various projects effective from July This arrangement would be reviewed in November.		
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 <b>receive</b> any items for notification to be included on a	<ul style="list-style-type: none"> <li>• Trial new format of financial information for next meeting.</li> </ul>		

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	future agenda – for information only	<ul style="list-style-type: none"> <li>• Cllr Dunn sends apologies for next meeting.</li> </ul>		
FGP24/035	To <b>note</b> 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



## 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

154/23

# DRAFT Minutes of the Finance and General Purposes Committee meeting held on 18<sup>th</sup> July 2023 at 7pm in the Radcliffe Room, The Grange Radcliffe on Trent

### Members Present:

Cllr Phil Thomas (Chair)	Cllr Anne McLeod	
Cllr Irene Dovey	Cllr Oli Bere	

### Members Absent:

Cllr Sue Clegg	Gillian Dunn (Vice Chair)	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.	There were 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	Resolution	Action	Power/Regulation
	Welcome by the chair of the committee.			
FGP24/036	To note apologies for absence.	Cllr T James, Cllr S Clegg and Cllr G Dunn – accepted		Local Government Act 1972, s85 (1) & Sch 12, p40.
FGP24/037	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None		Localism Act 2011, s31.
FGP24/038	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.
FGP24/039	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)
FGP24/040	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). <b>Paper A</b> – Finance and General Purposes Committee meeting Tuesday 20 June 2023	The clerk apologized for an omission in the submitted draft minutes and presented an updated version. Proposed by Cllr O Bere, seconded by Cllr McLeod the committee unanimously <b>resolved</b> to sign the updated minutes of Finance and General Purposes	Administrator to put onto website.	Local Government Act 1972, Sch 12, p41 (1).

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
		Committee Meeting Tuesday 20 <sup>th</sup> June 2023 as a true record of that meeting.		
FGP24/041	To receive a verbal progress report by the clerk on action points from the last meeting.			
FGP24/042	To receive and <b>approve</b> the payments listings for June 2023. <b>Paper B</b>	The committee <b>resolved</b> to <b>approve</b> the payments listings for June 2023, proposed by Cllr McLeod Seconded by Cllr Dovey unanimously agreed.	Chair statement to be made to highlight some payments made in the benefit of the community – Chair of Parish Council/Clerk	
FGP24/043	To receive and <b>note</b> the summary and detailed income and expenditure reports for June 2023. <b>Paper C</b>	The committee <b>noted</b> the income and expenditure reports for June 2023.	Clarification required about how much the election was and how much should be placed in the election pot.	
FGP24/044	To receive and <b>note</b> the balance sheet for June 2023. <b>Paper D</b>	The committee <b>noted</b> the balance sheet for June 2023.	Accounts clerk to clarify the skatepark fixed assets amount.	
FGP24/045	To receive and <b>note</b> the summary and detailed forecast for council income and expenditure. <b>Paper E</b>	The committee <b>noted</b> the summary and detailed forecast for council income and expenditure	Chair of Parish Council, Clerk and accounts clerk to have a meeting regarding free reserves and accruals. A working group to be formed for Christmas lights.	

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	To <b>receive and note</b> the bank reconciliation to the 30 June 2023 <b>Paper F</b>	The committee <b>noted</b> the bank reconciliation up to June 2023.		
FGP24/046	To receive and note the draft minutes of the Personnel Sub-Committee held 10/07/2023. <b>Paper G – To be tabled</b>	The committee <b>noted</b> the draft minutes of the Personnel sub-committee held on 10 <sup>th</sup> July 2023.		
FGP24/047	To <b>consider</b> and <b>approve</b> the recommendations of the personnel committee held 10/07/2023 a) To recommend to F&GP to allow appraisals to be conducted within paid overtime at a rate of up to two hours per appraisee if it cannot otherwise be accommodated within the working week. b) To recommend to F&GP to increase weekly hours for the third caretaker post to 16 if required to fill the post and release any additional funds from general reserves if the additional expenditure cannot otherwise be covered within the current budget.  <b>Paper H – To be tabled</b>	Proposed by Cllr Bere seconded by Cllr McLeod, the committee unanimously <b>resolved</b> to a) allow appraisals to be conducted within paid overtime at a rate of up to two hours per appraisee and b) to increase the weekly hours for the third caretaker post to 16 hours if required to fill the post and release any additional funds from general reserves if additional expenditure cannot otherwise be covered within the current budget.		

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
FGP24/048	To <b>consider</b> a proposal by Cllr O Bere waiving the daily pitch fee for a pop-up business in the recreation ground. <b>Paper I</b>	Proposed by Cllr Bere seconded by Cllr Dovey, the committee unanimously <b>resolved</b> to waive the daily pitch fee for a pop-up business in the recreation ground.		Localism Act 2011, s1-8
FGP24/049	To <b>consider</b> subscribing to Parish Online at a heavily discounted rate to allow for the detailed mapping of assets and creation of various mapping layers. <b>Paper J.</b>	Proposed by Cllr Thomas Seconded by Cllr Bere, the committee unanimously <b>resolved</b> to subscribe to Parish Online.		Localism Act 2011, s1-8
FGP24/050	To <b>consider</b> recommendation from Amenities Committee to release expenditure above budget for the following projects: a) Temporary toilet facilities at the recreation ground to include servicing 3 times per week b) Purchase and installation of three wooden benches with back rests c) The installation of a stainless steel column tap d) To release funding for a professional survey and condition report from the leisure development designated reserve <b>Paper K – to be tabled</b>	The committee <b>resolved</b> to release expenditure above budget for: A) Temporary toilet facilities at the recreation ground up to £650 B) Purchase of benches within existing budget C) Installation of a stainless steel column tap within existing budget D) Release of funding for a professional survey and condition report from leisure development designated reserves which is delegated to the clerk for up to £2500.		Localism Act 2011, s1-8



Agenda No	Agenda Item	Resolution	Action	Power/Regulation
		These items were proposed by Cllr McLeod seconded by Cllr Dovey and unanimously agreed.		
FGP24/051	To <b>consider</b> approval of councillor training. <b>Paper M</b>	The committee <b>resolved</b> unanimously to <b>approve</b> councillor training.		Localism Act 2011, s1-8
FGP24/052	To consider supporting the Community Speedwatch Scheme to a cost of approximately £450. <b>Paper N</b>	The committee <b>resolved not to support</b> the Community Speedwatch Scheme, this was proposed by Cllr McLeod, Seconded by Cllr Bere 3 agreed 1 against.		Localism Act 2011, s1-8
FGP24/053	To <b>consider</b> re-adopting the Council's Strategic Risk Register. <b>Paper O</b>	Proposed by Cllr Bere seconded by Cllr Dovey, the committee unanimously <b>resolved</b> to re-adopt the Council's Strategic Risk Register.		Local Government Act 1972, s. 112
FGP24/054	To <b>receive</b> any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> <li>• Clarification of the election fund.</li> <li>• Fixed asset register</li> <li>• Identification of items for disposal</li> </ul>		
FGP24/055	To <b>note</b> the date and time of the next scheduled Finance and General Purposes Committee meeting as Tuesday, 26 September 2023 at 19.00.	The committee noted that the next Finance and General Purposes Committee meeting is on Tuesday 26 <sup>th</sup> September 2023 at 19.00.		Local Government Act 1972, Sch 12, p10 (2)(a)

The meeting closed at 8.45pm

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

136/23

### **DRAFT** Minutes of the Grange and Grange Hall Committee meeting held on 4<sup>th</sup> July 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 Matt Douglas-Kirk	Cllr Phil Thomas	Cllr Irene Dovey
Cllr Harry Curtis		

#### Members Absent:

Cllr Gillian Dunn	Cllr Tracy James	
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#### In attendance:-

Belina Boyer (Parish Clerk)	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,	There were 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			
GGH24/013	To note apologies for absence.	Cllr Dunn and Cllr James - accepted		Local Government Act 1972, s85 (1) & Sch 12, p40.
GGH24/014	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	There were none received.		Localism Act 2011, s31.
GGH24/015	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	There were none received.		Localism Act 2011, s33.
GGH24/016	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.	N/A		Public Bodies (Admissions to Meetings) Act 1960 1 (2)

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
GGH24/017	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). <b>Paper A</b> – Grange and Grange Hall Committee meeting 6 June 2023	The committee resolved to sign the minutes as a true record of the meeting held on 6 <sup>th</sup> June 2023	Administrator to publish to website.	Local Government Act 1972, Sch 12, p41 (1).
GGH24/018	To <b>note</b> the Grange and Grange Hall, Income/Expenditure over Budget and Events Revenue Budget for 2023/2024 to date. <b>Paper B</b>	The committee discussed at length and all noted the income and expenditure over the budget and the events revenue budget to date		
GGH24/019	To <b>consider</b> a new pricing structure from 1 <sup>st</sup> August 2023 for approval. <b>Paper C</b>	The committee considered a new pricing structure for the Grange Hall, this was discussed at length. It was resolved to approve the new pricing on the principle that the clerk is to check the legality of a staff discount. Proposed by Cllr Douglas Seconded by Cllr Thomas – 6 for and 1 against - approved	Clerk to check about legality of staff discount being offered.	Local Government Act 1972,s101
GGH24/020	To receive and <b>note</b> the Hall Managers report – verbal update	<ul style="list-style-type: none"> <li>• Our 3<sup>rd</sup> caretaker, Ian Carr, has resigned effective 12<sup>th</sup> August 2023 due to a recent change in personal circumstances. We are</li> </ul>		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		<p>looking to replace him as soon as possible as it's impossible for the other two caretakers to take their annual leave if there isn't any cover.</p> <ul style="list-style-type: none"> <li>• We have seen a marked improvement in standards since introducing the new process to control excessive mess left by hirers at the end of their event.</li> <li>• We have secured a monthly booking for the Radcliffe WI in the Trent Room for 3 hours on the third Tuesday of the month, starting from October 2023 through to December 2024. They had previously been using The British Legion.</li> <li>• There was an accident in the hall on Friday 23<sup>rd</sup> June when one of the ladies attending the Glenda Mary</li> </ul>		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		<p>Dance, fell and caused injuries to her face. This was not due to any negligence on our part. The Clerk and Hall Manager gave first aid, and she did not have to go for any further treatment. An accident report was completed. The lady sent a lovely card to thank us for our efforts in assisting her.</p> <ul style="list-style-type: none"> <li>• Update on the Gazebo &amp; Grange Grounds – The litter and anti-social behaviour by groups of teenagers continued throughout June and, after the decision taken at the Amenities Committee Meeting on 13<sup>th</sup> June to not pay for additional security, the situation escalated significantly on Saturday 24<sup>th</sup> June. Both caretaking staff &amp; hirers were intimidated and verbally abused, there was criminal damage caused as well as the usual broken</li> </ul>		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		<p>glass &amp; litter and several people entered the building and caused deliberate mess in the toilets &amp; foyer. This was not only upsetting for everyone involved but resulted in many hours of work for the office staff on Monday in viewing CCTV, reporting to police etc.</p> <ul style="list-style-type: none"> <li>The decision was taken by the Clerk &amp; Hall Manager to pay for additional outdoor security for a large event that took place on Saturday 1<sup>st</sup> July to reassure staff that their safety and wellbeing is a priority. The caretaker reported a noticeable improvement during the evening and that there was little to no rubbish left for clean up the next morning. This was in contrast to Friday evening when no one was here and there was a significant clean up required</li> </ul>		



Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		<p>again the next day. We are going to do the same again this Friday 7<sup>th</sup> July as there is another large event with a lone worker on duty inside. We are also now advising hirers that once all of their guests have arrived; they must have the automatic doors set to exit only to prevent uninvited people entering the building.</p> <ul style="list-style-type: none"> <li>• June’s Afternoon Cinema had 70 attendees generating £210 in income and the film was well received.</li> </ul> <p>The committee all noted this report.</p>		
GGH24/021	To receive and <b>note</b> updates from the Village Show working group.	<p>The committee were informed that the village show met on 14<sup>th</sup> June, and that there is still a lot to do but it is moving.</p> <p>The updates were noted by all the committee members</p>	<p>Hivis jackets to get parish council put on.</p> <p>Enquiries to be made about walkie talkies and Cllr Clegg to ask Radfest about their risk assessment</p>	

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
GGH24/022	To receive and <b>note</b> correspondence and feedback from hirers (if there was any).	None received		
GGH24/023	To <b>note</b> the date and time of the next scheduled Grange and Grange Hall Committee meeting as Tuesday, 12 September 2023 at 19.00.	<p>Noted by all. It was also noted the Hall Manager will not be available to attend the meetings due to the change of dates.</p> <p>It was requested that 2 items be added to the next agenda,</p> <ol style="list-style-type: none"> <li>1. Reduction in energy tariffs</li> <li>2. Works for the exterior of the Grange</li> </ol>		

The meeting closed at 8.25pm

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

123/23

# Minutes of the Planning and Environment Committee meeting held on 27<sup>th</sup> June 2023 at 7pm in the Radcliffe Room, The Grange Radcliffe on Trent

### Members Present:

Cllr Matt Douglas – Kirk (Chair)	Cllr Anne McLeod	Cllr Phil Thomas
Cllr Nikki Farnsworth (Vice Chair)	Cllr Tracy James	

### Members Absent:

Cllr Sue Clegg	Cllr Irene Dovey	
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### 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 in total. Please see the Standing Orders 3 d-n for details.	None present		Public Bodies (Admissions to Meetings) Act 1960, s 1(1).
P&E 24/017	To note apologies for absence.	Cllr Clegg and Cllr Dovey - Accepted		Local Government Act 1972, s85 (1) & Sch 12, p40.

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
P&E 24/018	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None		Localism Act 2011, s31.
P&E 24/019	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.
P&E 24/020	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)
P&E 24/021	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). <b>Paper A</b> – Planning and Environment Committee Meeting Tuesday 30 <sup>th</sup> May 2023	Resolved to sign as true record.		Local Government Act 1972, Sch 12, p41 (1).
P&E 24/022	To <b>consider</b> that the following planning application for comment: <a href="#">22/01600/REM   Application for matters reserved under application ref 19/01353/OUT for approval of appearance, landscaping, layout and scale for the residential development of up to 280 dwellings including remodelled junction to the A52   Land To</a>	Discussed at length regarding the cycle path, safety of water course and it was proposed not to object to the application by Cllr McLeod Seconded by Cllr Thomas unanimous – Do not object	Clerk to email NCC regarding cycling paths and storage.	

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
	<a href="#">North Of Grantham Road Radcliffe On Trent Nottinghamshire</a>			
P&E 24/023	To <b>consider</b> that the following planning application for comment: <a href="#">23/01024/REM   Application for matters reserved under application ref 18/02806/OUT for approval of layout, scale, landscaping and appearance for phase 1   Land North Of Nottingham Road Radcliffe On Trent Nottinghamshire</a>	Discussed at length. Further clarification sort for recreation ground.  Proposed to not object to application seconded by Cllr McLeod 4 agreed 1 abstained.		
P&E 24/024	To <b>consider</b> the following planning application for comment: <a href="#">23/01014/VAR   Variation of Condition 2 (approved plans) on application 22/00742/VAR to add render to existing west side elevation of dwelling to protect brick work   103 Bingham Road Radcliffe On Trent Nottinghamshire NG12 2GP</a>	Proposed not to object to application by Cllr Thomas seconded by Cllr McLeod unanimously agreed.		
P&E 24/025	To <b>consider</b> the following planning application for comment: <a href="#">23/00999/TPO   T1 - Walnut - reduce crown by up to 2m   7 Cliff Drive Radcliffe On Trent Nottinghamshire NG12 1AX</a>	Proposed not to comment.		
P&E 24/026	To <b>consider</b> the following planning application for comment:	Proposed not to object to application by Cllr Thomas Seconded by Cllr McLeod unanimously agreed.		

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
	<a href="#">23/01074/FUL   New front porch and single storey side extension   88 Bingham Road Radcliffe On Trent Nottinghamshire NG12 2GT</a>			
P&E 24/027	To <b>consider</b> the following planning application for comment: <a href="#">23/01047/FUL   Single storey rear extension, alterations to existing doors and fenestration, new front porch and part timber recladding of existing bungalow   123B Shelford Road Radcliffe On Trent Nottinghamshire NG12 1AZ</a>	Proposed not to object to the application by Cllr McLeod seconded by Cllr Thomas Unanimously agreed.		
P&E 24/028	To <b>consider</b> the following planning application for comment: <a href="#">22/01585/FUL   Remodel of existing dwelling; construction of front and rear extensions and upward extension to create first floor accommodation. Addition of external wall insulation, render and timber/timber effect cladding to all elevations   137 Shelford Road Radcliffe On Trent Nottinghamshire NG12 1AZ (rushcliffe.gov.uk)</a>	Discussed at length. Proposed to object on the grounds of out of keeping with the area and adjacent properties and contrary to the Neighbourhood plan by losing a bungalow. Proposed by Cllr McLeod Seconded by Cllr Farnsworth unanimously agreed.		
P&E 24/029	To <b>consider</b> the following planning application for comment: <a href="#">23/01172/FUL   Demolish existing outbuilding and replace with single storey double garage and attached shed. Associated landscaping.   Cliff Top Valley Road Radcliffe On Trent Nottinghamshire NG12 1BB</a>	Proposed not to object to application by Cllr Thomas Seconded by Cllr McLeod unanimously agreed		

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
P&E 24/030	To <b>consider</b> the following planning application for comment: <a href="#">23/00928/FUL   Erection of 4no. pen boarding cattery   Glebe House Cattery 45 Cropwell Road Radcliffe On Trent Nottinghamshire NG12 2FQ</a>	Proposed not to object to application by Cllr McLeod Seconded by Cllr Thomas unanimously agreed.		
P&E 24/031	To Note the following planning decisions: <ul style="list-style-type: none"> <li>23/00817/FUL   Single storey rear extension to replace existing conservatory   43 Covert Crescent Radcliffe On Trent Nottinghamshire NG12 2HN – <b>Application Permitted</b></li> <li>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 – <b>Application Permitted</b></li> </ul> 23/00725/TPO   T1 - (Weeping Willow) - Pollard and reduce two central limbs   26 Prince Edward Crescent Radcliffe On Trent Nottinghamshire NG12 2DX – <b>Consent Granted</b>	Noted		
P&E 24/032	To <b>receive</b> any items for notification to be included on a future agenda – for information only	Neighbourhood Plan update.		

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
P&E 24/033	To <b>note</b> the date and time of the next scheduled Planning and Environment Committee meeting as Tuesday, 25 <sup>th</sup> July 2023 at 19.00.			Local Government Act 1972, Sch 12, p10 (2)(a)

The meeting closed at 7.40pm

Signed as a true record of the Meeting: \_\_\_\_\_ Dated \_\_\_\_\_  
 Presiding chair of approving meeting



# PAPER C

**Appendix A - Application**

**APPLICATION FORM FOR THE ROLE OF PARISH COUNCILLOR**

**Radcliffe on Trent Parish Council**

Full name	Anne Christine Mackenzie
Home address Inc. Postcode	[REDACTED]
Telephone number	
Mobile number	
Email	

It is a condition of being a Parish Councillor that your name will be made public via notice boards and the parish council website. You may need to disclose your phone and email address to deal with parish council matters. Do you agree to this?	Yes / <del>No</del>
--	---------------------

**LEGAL QUALIFICATIONS FOR BEING A PARISH COUNCILLOR**  
**QUALIFICATIONS**

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes / <del>No</del>
Are you 18 or over?	Yes / <del>No</del>

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for one of the wards of Radcliffe on Trent Parish Council ?	Yes / <del>No</del>
Have you lived either in the parish of Radcliffe on Trent, or within three miles of its boundary, for at least a year?	Yes / <del>No</del>
Have you been the owner or tenant of land in the parish of Radcliffe on Trent for at least a year?	Yes / <del>No</del>
Have you had your only or main place of work in the parish of Radcliffe on Trent for at least a year?	<del>Yes</del> / No

**DISQUALIFICATIONS**

(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	Yes/ No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes/ No
Are you disqualified by order of a court from being a member of a local authority?	Yes/ No
Are you employed by Radcliffe on Trent Parish Council, a joint committee or hold a paid office?	Yes/ No
Are you subject to the notification requirements of the Sexual Offences Act 2003 or Sexual Risk Orders?	Yes/ No

Please briefly outline of why you are interested in being a Parish Councillor.

I would like to contribute positively towards the life of the community I have chosen to live in. Now that I've retired from teaching I feel I have time to devote to community issues. I'm interested in decision-making and resolving issues. I hope my life experience can help guide interested parties into making informed decisions.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

I have worked in the voluntary sector for many years. One of my first jobs in 1980's was in the NHS as a paid Voluntary Services Organiser for Newark Hospitals. Since then I have volunteered with the Civil War Centre in Newark and also assisted with the organisation of the Newark Book Festival - where I have hosted talks by authors and also interviewed them.

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise, listening and organisational skills.

I was in the teaching profession for 26 years, firstly as a primary school teacher and later in FE colleges

teaching English to Speakers of other languages (ESOL).  
For this reason, I feel I have good organisational skills, I am a good listener and have the confidence to communicate with people at all levels and from all walks of life.

Are there any questions you would like to ask the council?

Not at the moment.

Signed.....



e

Date: .....10/07/2023

# PAPER D



# Radcliffe on Trent Parish Council

Parish Clerk: Belina Boyer  
 The Grange, Vicarage Lane  
 Radcliffe on Trent  
 Nottingham  
 NG12 2FB

Tel: 0115 9335808

Email: clerk@rotpc.com

Web: [www.rotpc.com](http://www.rotpc.com)

## GRANT APPLICATION

<b>Applicant's name</b>	[REDACTED]		
<b>On behalf of</b>	Radcooks Community Kitchen		
<b>Address</b>	[REDACTED]		
<b>Post code</b>	[REDACTED]		
<b>Contact numbers</b>	<b>Mobile</b>	[REDACTED]	<b>Landline</b> [REDACTED]
<b>Email address</b>			
<b>Bank account</b>	<b>Sort code</b>	55 61 17	<b>Account number</b> 68772165
<b>Account name</b>	Radcooks Community kitchen		

Your Financial information	
<b>Latest Financial Accounts-date</b>	Bank Statement
<b>Latest Accounts Provided</b>	(Yes/No)
<b>Type of Project</b>	Community Kitchen Insurance
<b>Total Cost of Project</b>	£253.47
<b>Amount requested from Third Parties - with names</b>	£0
<b>Your Own Funding</b>	£126.74 (if required)
<b>Amount requested from PC</b>	£126.73 (or the total cost please)

## The Funding Need

<b>Project Details</b>	<p>We complete this application today to ask for a grant from the Parish Council to pay for our annual insurance. This must be paid each year to ensure we are compliant.</p>
<b>How will the project benefit the residents of Radcliffe on Trent?</b>	<p>As you may be aware, we are a community-Radcliffe-based group and one who shops for, cooks and delivers a two-course meal each Sunday to some of the most vulnerable residents of Radcliffe on Trent. We have been providing this service for 3 years.</p>
<b>Period of benefit of funding?</b> e.g. annual insurance (1 year), provision of new kitchen (20 years)	Annual Insurance (1 year)
<b>Any Other relevant information</b>	<p>Radcliffe Community Kitchen is run entirely by unpaid volunteers. We rely on donations from the public, fundraising events and grants from various organisations. We currently pay an hourly rate to the Parish Council for the use of the kitchen at The Grange and a grant to pay our insurance would be greatly appreciated.</p>

Signed \_\_\_\_\_

Date: 19<sup>th</sup> July 2023

Name \_\_\_\_\_

Office Use	
<b>Grant Approved</b>	Yes/No
<b>Applicant informed</b>	
<b>Date</b>	
<b>Accounts informed</b>	
<b>Date</b>	

RedCooks Community Kitchen

Our Ref: 55119661  
19 July 2023

Dear Miss Evans,

## Commercial Combined Renewal - Policy No. ACY 2364570

I am writing to you in connection with your Commercial Combined insurance with Ansvar Insurance which is due for renewal on 29 August 2023.

### Based on our knowledge of your account, your stated requirements are as follows:

We gathered information about your organisation and objectives in order to identify your requirements. This included facts that would affect the type of cover recommended, including any existing arrangements that you have in place. These details are shown on the attached Quotation Schedule which should be read in conjunction with the Policy Document. Significant or unusual exclusions are detailed in the Quotation Schedule. Please take time to read these documents carefully, paying particular attention to any significant or unusual exceptions and limitations.

### Based on this information and our knowledge of the market, we recommend that you renew cover with Ansvar Insurance at the below cost:

The cost of cover at the start of last year is also shown for comparison.

	Cover at Start of Last Year (£)	Renewal Quote (£)
Premium	199.53	199.53
Insurance Premium Tax	23.94	23.94
Admin Fee	20.00	30.00
<b>Total (£)</b>	<b>243.47</b>	<b>253.47</b>

Please note that the premiums shown are based on the information given at the time of the quotation and you are reminded of the need to disclose any material fact which may influence an Insurer's decision to provide a quotation or the terms and conditions that are currently being offered. If you are in any doubt as to whether you should disclose an item then please contact me immediately to discuss further. If the information you give on the proposal is different from that given at the time of the quotation then the premium and terms provided may change.

### The basis for our recommendation is as follows:

We recommend that you proceed with the following product, because it is suitable in meeting your Demands and Needs as described in these documents. Our recommendation has been



# Radcliffe on Trent Parish Council

## Community Grant Policy

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### Policy Statement

A grant or subsidy is any payment made by Radcliffe on Trent Parish Council (hereinafter referred to as ROTPC) to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the community, either generally, or for a specific purpose and which is not directly controlled or administered by ROTPC. The purpose of any grant or subsidy given by ROTPC is to support initiatives of the local community and to help create opportunities for the residents of Radcliffe on Trent that are not, as a matter of course funded by ROTPC.

### Guidelines for Grant Applications

1. It is a condition of any grant application that the group or project must bring direct benefit to the residents of Radcliffe on Trent. All applications must clearly demonstrate how this will be achieved.
2. Grant Aid application forms are available from the Clerk or from the Parish Council website. Application forms must be submitted along with the latest set of the group's accounts. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports and application is provided.
3. Grant applications cannot be made retrospectively.
4. The scheme provides start up awards for new as well as grants for existing organisations. Applications will be considered for day to day running expenses and individual projects.
5. Applications will not be considered from:
  - Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
  - Private / Commercial organisations operated as a business to make a profit or surplus.
  - 'Upward funders', i.e. local groups who's fund raising is sent to their central HQ for redistribution.
  - National Charities.
  - Private Individuals or appeals supporting an individual.

This list is not exclusive and may be added to at the Councils discretion.

6. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
7. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
8. ROTPC will only grant aid to churches for parish clocks and possibly for environmental purposes. Church halls can also be grant aided if they are used by the community.

9. Schools will only be grant aided for environmental purposes or if, in the opinion of ROTPC, their application is for the benefit of the wider community.
10. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish.
11. It must be understood that any grant must only be used for the purpose for which it was awarded unless the written approval of ROTPC has been obtained in advance for a change in use of the grant monies, and that any unspent portion of the grant must be returned to ROTPC by the end of the financial year in which it was awarded.
12. Although ROTPC will give as much help as possible, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.
13. ROTPC reserves the right to request any further information that it deems necessary to assist the decision making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fund raising activities.
14. Ongoing commitments to award grant or subsidies in future years will not be made. A fresh application will be required each year.
15. The size of any grant awarded is at the sole discretion of ROTPC.
16. ROTPC may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.
17. ROTPC reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of ROTPC.
18. For grant requests over £1,000 for specific projects, the Parish Council will require that the organisation has robust tendering regulations, i.e. obtaining at least 3 tenders which will be provided with the grant application form.
19. ROTPC will ask for recognition from successful groups in the form of the promotion of the Parish Council in the organisation's newsletter or any press release. ROTPC will also recognise successful groups in its own report to parishioners.
20. Organisations will be limited to one grant application within any 12 month period.

Reviewed and updated 10.02.2020

# PAPER E

## Clerk, ROTPC

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**From:** Notts ALC <Office@Nottsalc.org.uk>  
**Sent:** 13 July 2023 14:44  
**Subject:** AGM 11th September 2023  
**Attachments:** 1803 NALC Constitution Draft Rev A 23.05.15 (002).docx

### To All Members

On the agenda for our September Annual Meeting is a revision to the Constitution. Please find attached the proposed constitution for your consideration – changes are marked in red to make them obvious.

Apologies for the late circulation. This email was drafted and sent early June in the hope it would allow every member to discuss at a meeting should they so wish. We have only just discovered that for technical reasons it did not send.

Kind regards

Tanya

**Nottinghamshire Association of Local Councils**  
**10am-3pm Monday to Friday**



**Minster Chambers**  
**Church Street**  
**Southwell**  
**NG25 0HD**

**E-Mail:** [office@nottsalc.org.uk](mailto:office@nottsalc.org.uk)  
**Phone:** 01636 816890  
**Website:** [www.nottsalc.org.uk](http://www.nottsalc.org.uk)

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# The Constitution

## Of the

### **NOTTINGHAMSHIRE ASSOCIATION OF LOCAL COUNCILS**

#### **1. NAME AND COMPOSITION**

The association shall consist of Parish and Town Councils and Parish Meetings in the county of Nottinghamshire and shall be known as the Nottinghamshire Association of Local Councils, hereinafter called The Association

#### **2. OBJECTIVES**

The aims and objectives of The Association shall be to take all such steps as may be desirable in the interest of the first tier of statutory local government for the benefit of Town and Parish Councils and Parish Meetings representing the communities and villages of Nottinghamshire. These objectives should be consistent with the objectives of the National Association of Local Councils where possible.

The specific objectives of The Association are:

- 2.1. to protect and promote the interests, rights, functions and privileges of members;
- 2.2. to assist members in the performance of their duties through training and informing;
- 2.3. to assist members to promote and develop the social, cultural and recreational life of communities and villages;
- 2.4. to promote a widespread and well-informed interest in local government;
- 2.5. to promote good local government.

#### **3. MEMBERSHIP**

Every Parish Council, Town Council and Parish Meeting in the county of Nottinghamshire shall be eligible for membership of The Association. The term "Member" excludes any such council which at the relevant time has not paid their subscription for the current year. Each member of The Association shall automatically become a member of the National Association of Local Councils.

#### **4. STRUCTURE**

##### 4.1. Executive Committee

The Association shall be governed by an Executive Committee hereinafter called The Executive

4.1.1. The Executive will consist of up to 12 members elected at the AGM from those nominated by member councils plus the president and any vice presidents.

4.1.2. All members of The Executive retire together at the AGM.

- 4.1.3. The election of these members being by way of written nomination to be received by the Secretary at least 28 days' before the Annual General Meeting.
- 4.1.4. Each member council shall be entitled to nominate one person only from among its councillors.
- 4.1.5. Each member parish meeting shall be entitled to nominate one person only from among its members.
- 4.1.6. In the event of more nominations being received than the number of offices to be filled a ballot shall be taken by the members' representatives at the AGM.
- 4.1.7. The Executive may co-opt such additional people as required to a maximum of 12.
- 4.1.8. At its first meeting after the AGM the Executive will elect a Chairman and Vice-Chairman to stand for 12 months, they may be re-elected.
- 4.1.9. The Executive will meet at least quarterly with additional meetings as required from time to time. Four members will be required to be present to make the meeting quorate. Ex-officio members shall count towards the quorum.
- 4.1.10. The Executive will employ a Chief Executive Officer hereinafter called the CEO to be responsible for the day to day running of The Association and shall employ any such other staff as it sees fit to complete the work of The Association efficiently.
- 4.1.11. The Executive shall control the banking and investment and expenditure of the Association's funds.
- 4.1.12. The Executive shall appoint an honorary Treasurer to look after the day to day matters of The Association's finances.
- 4.1.13. The Executive shall invite persons with a suitable interest in local affairs but with wider influence to become President. Acceptance shall be ratified at the following AGM, the term being 1 year. This may be renewed up to 3 years.
- 4.1.14. The Executive shall appoint up to 3 vice-presidents from such persons as they consider have a good knowledge of the workings of the Association.
- 4.1.15. Vice-presidents may serve indefinitely at the pleasure of the Executive.
- 4.1.16. Nominations for President may be sent by member councils to the Executive to arrive in accordance with the AGM timetable.

#### 4.2. Chief Executive Officer.

- 4.2.1. The CEO will facilitate the needs of the members including training and legal advice as required.
- 4.2.2. The CEO will assist the Treasurer in the day to day matters of The Association's finances.
- 4.2.3. The CEO will manage The Association's offices, employed staff and equipment in an appropriate manner and shall provide secretariat services to The Association and The Executive.

#### 4.3. Treasurer

- 4.3.1. The Treasurer will oversee the accounts, income and expenditure of the association and the keeping of appropriate records of all transactions.
- 4.3.2. The treasurer shall prepare an annual recommendation for subscriptions for the following year for approval at the Executive meeting prior to the AGM.
- 4.3.3. The treasurer shall ensure the association exercises an adequate system of financial control and provide The Executive with periodical management accounts and an annual financial statement of its affairs

#### 4.4. President

4.4.1. The President will be expected to attend at least 2 of the quarterly Executive meetings every year where possible.

4.4.2. The President shall champion the views of local councils whenever possible.

4.4.3. The President will be expected to understand the needs of the councils represented by the Association and actively promote those ideas.

4.5. The Executive shall appoint an external auditor.

### 5. SUBSCRIPTIONS

5.1. Each member Council shall pay to the County Association a subscription which shall be based upon the scale proposed by The Executive annually and fixed by the AGM.

5.2. All subscriptions will be due by the 31<sup>st</sup> March each year for the financial year starting 1<sup>st</sup> April that year. The membership of any council that has not paid its subscription by 1<sup>st</sup> July will be considered lapsed and that council will no longer be eligible for any of the association's services, products or advice, the exception to this being that councils may attend training courses at non-member rates.

5.3. Subscription contributions to the National Association are to be made in two instalments, the first payment on or before 30 June calculated at 80% of the previous year, followed by a final instalment on or before the 30<sup>th</sup> September.

### 6. ANNUAL GENERAL MEETING

There shall be an Annual General Meeting of the County Association which shall be held at a date to be fixed by The Executive. The CEO shall give to each member council and to every ex officio member not less than 18 clear days' notice of the date, time and place of the meeting and shall send with such notice a copy of annual report and of the accounts for the preceding financial year. The CEO will also send a list of the persons nominated for election to The Executive by the member councils.

6.1. Every councillor of any fully paid up member council shall be entitled to attend.

6.1.1. Each member council present will have 1 vote. Votes will be cast by means of a voting card issued on arrival.

6.1.2. The method of casting votes may be determined from time to time by the executive.

6.1.3. Clerks to member councils and additional Councillors on a member council, may attend but may only speak at the chair's discretion and they may not vote.

6.1.4. Persons not Councillors on a member council may not represent a member council, may not speak at the AGM and may not vote at the AGM.

6.2. The President, Vice Presidents and Treasurer shall be ex officio but shall be entitled to attend the AGM and shall have the right to vote. However, if they represent a member council they may only have one vote.

6.3. All retiring members of the executive may attend the AGM, may speak and shall have the right to vote, if they represent a member council they may only have one vote.

6.4. The external auditor may attend the meeting in an ex-officio, non-voting, capacity.

6.5. A maximum of two motions from any member council will be considered at the Annual General Meeting in accordance with the rules prevailing at the time.

6.5.1. Motions may only be submitted from member councils and not an individual.

6.5.2. Any motions receiving the required majority at an AGM will be persuasive only; the executive committee may, with good reason, subsequently disregard such motions.

6.6. All speeches from the floor will be limited to a maximum length of 5 minutes.

6.7. The quorum at a general meeting shall be twelve of the number of persons entitled to vote. If at an Annual Meeting no quorum is present within half an hour of the time appointed for the commencement of business, the meeting shall stand adjourned, to a place, day and time approved by the Executive when the quorum shall be five.

6.8. Voting

6.8.1. All proposals, including member proposals, election of officers and members of The Executive will require a proposer and seconder from the floor.

6.8.2. A vote by show of voting cards shall follow immediately.

6.8.3. Any motion passed by the AGM shall be passed to The Executive to implement in a timely manner.

## **7. EXPENSES OF REPRESENTATIVES AND MEMBERS**

The necessary travelling, subsistence and other incidental expenses of members attending meetings:

7.1. on behalf of and representing the Association

7.2. nominated by the Executive to report back at the next meeting

may be met wholly or partly from the funds of the Association subject to sufficient money being available.

## **8. RESIGNATION FROM MEMBERSHIP**

Any council wishing to terminate its membership of the Association may do so by sending its resignation in writing to the CEO at least three calendar months before the 31st day of March in any year, and the notice shall become effective on that day. Each such council shall continue to be liable for the payment of its subscription up to and including the date on which a notice as aforesaid becomes effective.



## 9. CHANGES TO THIS CONSTITUTION

Any alteration to, or amendment of, or addition to this constitution may from time to time be made at the AGM if approved by a majority of not less than two-thirds of the voting representatives.

9.1. Changes should adhere to the following procedures:

- 9.1.1. Proposals can only be made by paid up members of The Association.
- 9.1.2. Proposed changes should be sent in writing to the CEO at least 3 months prior to the AGM at which they are to be considered.
- 9.1.3. Reasons why the Member considers the change is needed should accompany the proposal.
- 9.1.4. Proposals should be circulated to The Executive and discussed at the next available meeting of The Executive. A special meeting of The Executive may be called if deemed necessary.
- 9.1.5. Following such meeting The Executive should;
  - 9.1.5.1. Accept the proposal and suggest appropriate wording for the constitution. This wording should be passed back to the proposing Member for agreement.
  - 9.1.5.2. Accept the proposal in principle but go back to the proposer with additional suggestions.
  - 9.1.5.3. Reject the proposal if it feels the proposal is not in the interests of the majority of the Membership, but must give the proposer a substantial reason why.
- 9.1.6. When an agreed form of proposal is reached between the proposer and The Executive it will become a motion for the agenda of the AGM.
- 9.1.7. The agreed version will be circulated to the Membership at least 60 days before the AGM for consideration.  
The proposal will follow the normal procedure of a motion at the AGM and if passed will be deemed to be part of the constitution with immediate effect.

10. The executive committee has the authority to vary any of the above clauses to facilitate the smooth running of the Association.

**The Constitution**  
**of the**  
**NOTTINGHAMSHIRE ASSOCIATION OF LOCAL COUNCILS**

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#### 4. STRUCTURE

##### 4.1. Executive Committee

The Association shall be governed by an Executive Committee hereinafter called the Executive.

- 4.1.1. The Executive will consist of 12 members elected at the AGM from those nominated by member councils plus ex-officio members i.e. President, Vice President(s) and Treasurer.
- 4.1.2. All members of The Executive retire together at the AGM
- 4.1.3. The election of these members being by way of written nomination to be received by the CEO at least **one month** before the Annual General Meeting.
- 4.1.4. Each member council shall be entitled to nominate one person only from among its councillors.
- 4.1.5. Each member parish meeting shall be entitled to nominate one person only from among its members.
- 4.1.6. In the event of more nominations being received than the number of offices to be filled a ballot shall be taken by the member's representatives at the AGM.
- 4.1.7. The Executive may co-opt such additional people as required to make the number up to a maximum 12 **which may include up to 2 Parish Clerks and 2 non-parish members. In the event of fewer Clerks being co-opted then the number can be made up of additional non-parish members.**
- 4.1.8. At its first meeting after the AGM the Executive will elect a Chairman and Vice-Chairman to stand for 12 months, they may be re-elected.
- 4.1.9. The Executive will meet at least quarterly with additional meetings as required from time to time. Four members will be required to be present to make the meeting quorate including ex officio members.
- 4.1.10. The Executive will employ a Chief Executive Officer hereinafter called the CEO to be responsible for the day to day running of The Association and shall employ any such other staff as it sees fit to complete the work of The Association efficiently.
- 4.1.11. The Executive shall control the banking and investment and expenditure of the Association's funds
- 4.1.12. The Executive shall appoint an Honorary Treasurer to look after the day to day matters of The Association's finances.
- 4.1.13. The Executive shall invite persons with a suitable interest in local affairs but with wider influence to become President. The initial term of office being for a period of three years. **After this initial term the Executive has the option to extend this period on an annual basis.**

4.1.14. The Executive shall appoint up to 3 vice-presidents from such persons as they consider have a good knowledge of the workings of the Association.

4.1.15. Vice-presidents may serve indefinitely at the pleasure of the Executive.

~~4.1.16. Nominations for President may be sent by member councils to the Executive to arrive~~

#### **4.2. Chief Executive Officer.**

4.2.1. The CEO will facilitate the needs of the members including training and legal advice as required.

4.2.2. The CEO will assist the Treasurer in the day to day matters of The Association's finances.

4.2.3. The CEO will manage The Association's offices, employed staff and equipment in an appropriate manner and shall provide secretariat services to The Association and The Executive.

#### **4.3. Treasurer**

4.3.1. The Treasurer will look after the accounts, income and expenditure of the association and keep appropriate records of all transactions.

4.3.2. The treasurer shall prepare an annual recommendation for subscriptions for the following year for approval at the Executive meeting prior to the AGM.

4.3.3. The treasurer shall ensure the association exercises an adequate system of financial control and provide The Executive with periodical management accounts and an annual financial statement of its affairs

#### **4.4. President**

4.4.1. The President will be expected to attend at least 2 of the quarterly Executive meetings every year. Should this not be the case the Executive reserve the right to review the position of President.

4.4.2. The President shall champion the views of local councils whenever possible.

4.4.3. The President will be expected to understand the needs of the councils represented by the Association and actively promote those ideas.

#### **4.5. Auditor**

4.5.1. The Executive shall appoint an external auditor.

### **5. SUBSCRIPTIONS**

5.1. Each member Council shall pay to the County Association a subscription which shall be based upon the scale proposed by the Executive annually and fixed by the AGM.

- 5.2. All subscriptions will be due by the 31st March each year for the financial year starting 1st April that year. The membership of any council that has not paid its subscription by 1st July will be considered lapsed and that council will no longer be eligible for any of the association's services, products or advice, the exception to this being that councils may attend training courses at non-member rates.
- 5.3. Subscription contributions to the National Association to be made in two instalments, the first payment on or before 30 June calculated at 80% of the previous year, followed by a final instalment on or before the 30th September.

## 6. ANNUAL GENERAL MEETING

There shall be an Annual General Meeting of the Association which shall be held at a date to be fixed by the Executive. The CEO shall give to each member council and to every ex officio member not less than **3 weeks** notice of the date, time and place of the meeting and shall send with such notice a copy of the annual report and of the accounts for the preceding financial year. The CEO will also send a list of the persons nominated for election to the Executive by the member councils.

- 6.1. Every councillor of any fully paid up member council shall be entitled to attend.
  - 6.1.1. Each member council present will have 1 vote. Votes will be cast by means of a voting card issued on arrival.
  - 6.1.2. The method of casting votes may be determined from time to time by the executive.
  - 6.1.3. Clerks to member councils and additional councillors may attend but may only speak at the chair's discretion and they may not vote.
  - 6.1.4. Persons **who are neither a councillor or clerk** on a member council may not represent a member council, may not speak at the AGM and may not vote at the AGM.
- 6.2. The President, Vice Presidents and Treasurer shall be entitled to attend the AGM and shall have the right to vote, however if they represent a member council they may only have one vote.
- 6.3. All retiring members of the executive may attend the AGM, may speak and shall have the right to vote, if they represent a member council they may only have one vote.
- 6.4. The external auditor may attend the meeting in a non-voting, capacity.
- 6.5. A maximum of two motions from member councils will be considered at the Annual General Meeting.
  - 6.5.1. **Motions may only be submitted from member councils and not an individual.**
  - 6.5.2. **Motions must be of relevance to all or the majority of member councils.**
  - 6.5.3. **Motions must be in writing and received by the CEO at least 90 days in advance of the Annual General Meeting.**

6.5.4. The Executive will determine whether a motion is compliant.

6.5.5. In the event that more than two are received there will be a vote by the Executive to determine those submitted to the AGM.

6.5.6. If the Executive consider that more than 2 motions have an imperative significance they may elect to put forward 3 motions to the AGM.

6.5.7. A motion may be supported by 2 speakers. Speakers need not necessarily be from the proposing council but may be from those councillors nominated by member councils and therefore entitled to vote.

6.5.8. A motion may be opposed by 2 speakers. Speakers opposing may not be from the proposing council but must be from those councillors nominated by member councils or a member of the executive and therefore entitled to vote.

6.5.9. Persons wishing to speak for or against any should inform the CEO in writing at least 14 days prior to the AGM of their wish.

6.5.10. Should more than 2 persons wish to speak either for or against the motion then the Executive shall decide which persons shall speak.

6.5.11. Any motions receiving the required majority at an AGM will be persuasive only. The executive committee may, with good reason, subsequently disregard such motions.

6.6. All speeches from the floor will be limited to a maximum length of 3 minutes.

6.7. The Chair shall preside at General Meeting but in his/her absence the Annual General Meeting shall be presided over by the Vice Chair.

6.8. The quorum at a general meeting shall be twelve of the number of persons entitled to vote. If at an Annual Meeting no quorum is present within half an hour of the time appointed for the commencement of business, the meeting shall stand adjourned, to a place, day and time approved by the Executive when the quorum shall be five.

6.9. Voting

6.9.1. All proposals, including member proposals, election of officers and members of the Executive will require a proposer and seconder from the floor.

6.9.2. A vote by show of voting cards shall follow immediately.

6.9.3. Any motion passed by the AGM shall be passed to the Executive to implement in a timely manner.

## **7. EXPENSES OF REPRESENTATIVES AND MEMBERS**

The necessary travelling, subsistence and other incidental expenses of members attending meetings:

7.1. on behalf of and representing the Association

- 7.2. nominated by the Executive to report back at the next meeting
- 7.1. may be met wholly or partly from the funds of the Association subject to sufficient money being available.

## 8. RESIGNATION FROM MEMBERSHIP

Any council wishing to terminate its membership of the Association may do so by sending its resignation in writing to the CEO at least three calendar months before the 31st day of March in any year, and the notice shall become effective on that day. Each such council shall continue to be liable for the payment of its subscription up to and including the date on which a notice as aforesaid becomes effective.

## 9. CHANGES TO THIS CONSTITUTION

- 9.1. Any alteration to, or amendment of, or addition to this constitution may from time to time be made at the AGM if approved by a majority of not less than two-thirds of the voting representatives.
- 9.2. Any proposed changes should be sent in writing to the CEO at least 3 months prior to the AGM at which they are to be considered.
- 9.3. ~~The executive committee has the authority to vary any of the above clauses to facilitate the smooth running of the association.~~ **The executive committee reserves the right to amend the constitution, from time to time or as becomes necessary, in order to facilitate the smooth running of the association.**

This section previously read as follows and has been deleted and revised as above - please ignore the numbering below:

~~9.4. Changes should adhere to the following procedures:~~

~~9.4.1. Proposals can only be made by paid up members of the Association.~~

~~9.4.2. Proposed changes should be sent in writing to the CEO at least 3 months prior to the AGM at which they are to be considered.~~

~~9.4.3. Reasons why the Member considers the change is needed should accompany the proposal.~~

~~9.4.4. Proposals should be circulated to the Executive and discussed at the next available meeting of the Executive. A special meeting of the Executive may be called if deemed necessary.~~

~~9.4.5. Following such a meeting the Executive should;~~

~~1.1.1.1.1. Accept the proposal and suggest appropriate wording for the constitution. This wording should be passed back to the proposing Member for agreement.~~

~~1.1.1.1.2. Accept the proposal in principle but go back to the proposer with additional suggestions.~~

~~1.1.1.1.3. ——— Reject the proposal if it feels the proposal is not in the interests of the majority of the Membership but must give the proposer a substantial reason why.~~

~~9.4.6. When an agreed form of proposal is reached between the proposer and the Executive it will become a motion for the agenda of the AGM.~~

~~9.4.7. The agreed version will be circulated to the Membership at least 30 days before the AGM for consideration.~~

~~9.4.8. The proposal will follow the normal procedure of a motion at the AGM and if passed will be deemed to be part of the constitution with immediate effect.~~