



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

Friday, 22 September 2023

Dear Councillor,

You are hereby summoned to attend a meeting of the **Full Council** which will be held on **Tuesday 26 September** 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.	
FC24/090	To note apologies for absence and the reasons given and formally approve the absence if applicable.	Local Government Act 1972, s85 (1) & Sch 12, p40.
FC24/091	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
FC24/092	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	Localism Act 2011, s33.
FC24/093	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)
FC24/094	To receive the minutes of the previous Radcliffe-on-Trent Parish Council meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A –Parish Council meeting, Tuesday 22 August 2023	Local Government Act 1972, Sch 12, p41 (1).
FC24/095	To note the (draft) minutes of the council’s committees: a) Amenities 5 September 2023 b) Planning and Environment 12 September 2023 c) The Grange and Grange Hall 12 September 2023 Paper B	
FC24/096	To receive and note a verbal update by the clerk	
FC24/097	To receive and consider the External Auditor’s report and any action as recommended by the Finance and General Purposes Committee. Paper C	
FC24/098	To consider approving the expenditure of £95 +Vat for membership of RCAN. Paper D	
FC24/099	To consider an application for co-option by E Dowson. Paper E	
FC24/100	To consider registering the Local Council Awards Scheme at a cost of £50 registration fee and £80 or £100 respectively for the accreditation fee. Paper F	
FC24/101	To consider signing up to the Civility and Respect Pledge. Paper G	

Agenda no	Agenda Item title	Power/Regulation
FC24/102	To consider paying the Clerk's professional body membership of the Society of Local Council Clerks at Fellow level. Paper H	Localism Act 2011, 1-8
FC24/103	To consider the following policies and procedures for adoption: a) Social Media and Electronic Communication Policy b) Communication Protocol Paper I	
FC24/104	To appoint additional members to the various committees. Paper J	
FC24/105	To receive and note a first draft of the Strategic Plan as agreed at the Strategic Plan Meeting. Paper K	
FC24/106	To consider an appeal by a member of the public regarding the purchase of a grave plot in the cemetery. . Exclusion of Public and press recommended due to the very personal nature of the issue. Paper L	
FC24/107	To note correspondence previously circulated. Paper M	
FC24/108	To receive and note reports from members.	
FC24/109	To receive any items for notification to be included on a future agenda – for information only	
FC24/110	To note the date and time of the next scheduled Full Council meeting as Tuesday, 24 October 2023 at 20.00.	

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 22nd August 2023 at pm in the Radcliffe Room, The Grange Radcliffe on Trent

Members Present:

Cllr Anne McLeod (Chair)	Cllr Oli Bere (Vice Chair)	Cllr Irene Dovey
Cllr Gillian Dunn	Cllr Matt Douglas-Kirk	Cllr Annie MacKenzie
Cllr Harry Curtis	Cllr Nikki Farnsworth	Cllr Alice Tomlinson
Cllr Sue Clegg	Cllr Tracie Bere	

Members Absent:

Cllr Tracy James	Cllr Phil Thomas	Cllr Oliver Furniss
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In attendance:-

Belina Boyer (Parish Clerk)	Hayley Gandy (Administrator)	
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Agenda	Agenda Item title	Resolution	Action	Power/Regulation
	Chair's welcome	Chair and Cllr Clegg attended a RBC planning meeting on 10 th August regarding the bungalow on Shelford Road, which the Parish		

Initialled

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
		Council commented to object to the application, the RBC subsequently approved the application.		
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).
	To receive and note reports from Borough and County Councillors.	There were none present.		
FC24/070	To note apologies for absence.	Cllr Thomas, Cllr Furniss and Cllr James all gave their apologies, and these were accepted by the Council.		Local Government Act 1972, s85 (1) & Sch 12, p40.
FC24/071	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None were received.		Localism Act 2011, s31.
FC24/072	To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary	None were received.		Localism Act 2011, s33.

Initialled

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
	interests, not previously recorded.			
FC24/073	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)
FC24/074	To receive the minutes of the previous Radcliffe-on-Trent Parish Council meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A –Parish Council meeting, Tuesday 25 July 2023	The Council resolved to sign the minutes of the previous Full Council meeting held on 25 th July 2023 as a true record of that meeting subject to amending the incorrect date of the meeting on the agenda but not the minutes.	Administrator to upload to website	Local Government Act 1972, Sch 12, p41 (1).
FC24/075	To note the (draft) minutes of the council's committees: a) Planning and Environment 25 July 2023 b) Personnel and Wages 10 July and 14 August2023 Paper B	a) The Planning and Environment Committee minutes were noted by all. b) The Personnel and Wages Committee minutes were noted by all.		Local Government Act 1972, s. 112
FC24/076	To receive and note a verbal update by the clerk	The Council received a verbal update from the clerk, this included images of the work that has been completed in the last few		

Initialled

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
		weeks by staff and contractors. This was noted by all Councillors.		
FC24/077	To consider an application for co-option to the council. Paper C	The Council resolved to co-opt Linda Lyn-Cook to the council.	Clerk to contact the co-opted councillor and arrange for signing of declaration of acceptance of office.	
FC24/078	To consider adopting the policies as recommended by Personnel and Wages Sub-Committee a) Dignity at Work Policy b) Councillor Officer protocol Paper D	The Council unanimously resolved to adopt the following policies as recommended by the Personnel and Wages Sub-Committee:- a) Dignity at Work Policy b) Councillor Officer Protocol	Clerk to publish and issue to members.	
FC24/079	To consider the following planning applications: a) 23/01303/LBC Internal Refurbishment including new fixed seating, new darts surround, new screen and drinks shelf, new vanity, complete redecoration and new internal doors, installation of partition wall to existing door way.	a) The council considered the planning application 23/01303/LBC and resolved not to object to this application. However, questions were raised regarding the removal of the coat of arms and the name change of the pub. b) This application has already been approved by RBC and therefore did not require a comment.	Parish Clerk to submit comments to RBC Planning	

Initialled

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
	<p>External alterations to include painting of render and new replacement lighting to all elevations. Manvers Arms Main Road Radcliffe On Trent Nottinghamshire NG12 2AA</p> <p>b) 23/01436/FUL Demolish existing single storey flat roof garage and construct new single storey rear and side extension with pitched roof 26 Prince Edward Crescent Radcliffe On Trent Nottinghamshire NG12 2DX</p> <p>c) 23/01466/FUL New larger porch 2 Kingsway Radcliffe On Trent Nottinghamshire NG12 2EB</p> <p>d) 23/01545/FUL Single storey rear extension,</p>	<p>c) The council considered the planning application and unanimously resolved not to object to this application.</p> <p>d) The council considered the planning application and unanimously agreed not to object to this application.</p>		

Initialled

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
	alterations to roof of existing extension, replace garage door with bow window, raised patio to rear 10 Maple Close Radcliffe On Trent Nottinghamshire NG12 2DG			
FC24/080	<p>To consider and approve new Terms of reference for the following committees:</p> <ul style="list-style-type: none"> a) Amenities b) Finance and General Purposes c) Grange and Grange Hall d) HR e) Planning and Environment <p>Paper E</p>	<ul style="list-style-type: none"> a) The Council unanimously resolved to adopt the Amenities Committee subject to "Christmas lights" being placed under Grange and Grange Hall Committee terms of reference and the addition of a power of setting fees and charges for amenities. b) The Council unanimously resolved to adopt the Finance and General Purposes Committee terms of reference subject to the addition of the power of setting property rents the inclusion of website and 	Clerk to make agreed amendments and publish and circulate to members.	

Initialled

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
		<p>social media as a delegated responsibility.</p> <p>c) The Council resolved to adopt the Grange and Grange Hall Committee terms of reference subject to the addition of "Christmas Lights" and wording to include maximise business opportunities.</p> <p>d) The Council unanimously resolved to adopt the HR Committee terms of reference to amendments to wording relating to disciplinary actions and obtaining HR advice.</p> <p>e) The Council unanimously resolved to adopt the Planning and Environment Committee terms of reference subject to deleting "Carbon Clever" and the addition of responsibility for the environment.</p>		
FC24/081	<p>To consider adopting a revised Code of Conduct based on the latest Local Government Association model.</p> <p>Paper F</p>	<p>The Council unanimously resolved to adopt the revised Code of Conduct based on the latest Local Government Association model.</p>	<p>Clerk to publish and circulate to members.</p>	

Initialled

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
FC24/082	To consider quotations for the repair or replacement of the hot water supply in the changing rooms at the Grange Hall. Paper G	The Council considered three quotations for the repair and replacement of the hot water supply in the changing rooms at the Grange Hall and unanimously resolved to approve the expenditure for option 3: - to isolate the water services and electrics to enable the removal to the existing leaking unvented hot water heater. To supply and install a new 15 litre unvented hot water heater, together with new accessories and local pipework modifications. Test and leave in working order at a cost of £1,276.00 (Plus VAT).	Clerk to instruct for work to go ahead.	
FC24/083	To consider approving the expenditure to upgrade the CCTV storage to facilitate improved reporting of anti-social behaviour. Paper H	The Council considered and unanimously resolved to approve the expenditure to upgrade the CCTV storage to facilitate improved reporting of anti-social behaviour at a cost of £445 plus VAT.	Clerk to instruct for work to go ahead.	
FC24/084	To consider moving all staff to MS Office 365 professional at a cost of £468+VAT over the renewal cost of the current arrangement of £451+VAT. Paper I	The Council considered and unanimously resolved to approve moving all staff to MS Office 365 Professional at a cost of £468 +VAT per annum	Clerk to instruct for work to go ahead.	
FC24/085	To consider approval of quotation for continued provision of 'boxed	This matter was discussed at length. The proposal to pay the company for continued provision of services	Clerk to contact the supplier.	

Initialled

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
	drinks' at the Rec (paper to follow) Cllr Bere	at the recreation ground was not carried. The Council resolved to approve to continue to waive the pitch fee but would not approve a quotation of continued provision of a mobile café at the Wharf Lane Recreation ground.		
FC24/086	To note correspondence previously circulated. Paper J	The correspondence was noted by all, in particular correspondence in opposition to proposed picnic benches at Dewberry Hill.		
FC24/087	To receive and note reports from members.	There were none received.		
FC24/088	To receive any items for notification to be included on a future agenda – for information only	Committee memberships for new Councillors Working groups Strategic Plan meeting on 23 rd September 10am		
FC24/089	To note the date and time of the next scheduled Full Council meeting as Tuesday, 26 September 2023 at 20.00.	Noted by all		Local Government Act 1972, Sch 12, p10 (2)(a)

The meeting closed at 8.55pm

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

Presiding chair of approving meeting

Initialled

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

185/23

DRAFT Minutes of the Amenities Committee meeting held on 5th September 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		

Members Absent:

Cllr Tracy James	Cllr Matt Douglas	
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In attendance:-

Hayley Gandy (Administrator)		
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Also present:

Cllr Sue Clegg, and Cllr Phil Thomas.

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.	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
	Chair's welcome	Chair welcomed the committee. This is the first meeting since the portable toilet was placed at Wharf Lane, Thank you to councillors and staff for their help with		

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
		this. We will learn from feedback and hope to do it again. The coffee van hire was good in principle, continue to have open offer to allow stalls at Wharf Lane. The Village Show went very well, thanks to the working group for all their hard work, it was fantastic achievement.		
AC24/057	To note apologies for absence.	Cllr James and Cllr Douglas-Kirk were absent – these were noted by all.		Local Government Act 1972, s85 (1) & Sch 12, p40.
AC24/058	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	There were none received.		Localism Act 2011, s31.
AC24/059	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.
AC24/060	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.	N/A		Public Bodies (Admissions to Meetings) Act 1960 1 (2)
AC24/061	To receive the minutes of the previous Radcliffe-on-Trent Parish Amenities Committee meeting(s) and resolve to sign	Proposed by Cllr McLeod and seconded by Cllr Dunn the committee unanimously resolved to sign the minutes as a true record of the meeting 11 th July 2023.	Administrator to post to website	Local Government Act 1972, Sch 12, p41 (1).

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	these as a true record of the meeting(s). Paper A – Amenities Committee 11 July 2023			
AC24/062	To note the Amenities Committee Revenue Budget for 2023/2024. Paper B	The committee resolved to note the Amenities Committee Revenue Budget for 2023/2024. Due to technical issues this was not up to date.	Budget needs to be followed up by F & GP	
AC24/063	To receive and note a verbal report on ground staff work.	The committee resolved to note the verbal report on ground staff work, which included hedge cutting, inspection and cleaning of portable toilet after vandalism, replacing fence panels, installing a story board at the Radcliffe pub and tidying the church memorial of weeds. Cllrs requested that signage be put in the church yard to say that "Area maintained by the Parish Council" – clerk to liaise with Church.	Clerk to add Churchyard signage to a future agenda for decision.	
AC24/064	To note an update from the Conservation Group. Paper C	Update received from the conservation group via email to the clerk. The Committee resolved to note the update from the Conservation Group.		
AC24/065	To consider an application by the Conservation Group for tree planting. Paper D	Proposed by Cllr McLeod, seconded by Cllr T Bere, the committee unanimously resolved to approve the application by the Conservation Group for tree planting,	Clerk to submit application on behalf of Conservation Group.	

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
AC24/066	To consider an application by the Council on behalf of the Conservation Group. Paper E	Proposed by Cllr Furniss, seconded by Cllr McLeod the committee unanimously resolved to approve the Council to apply on behalf of the Conservation Group for a Rushcliffe Biodiversity support application, this was with a note to encourage them to ask for more.	Clerk to submit application on behalf of Conservation Group.	
AC24/067	To note a complaint with regards to damage to a memorial and consider what action – if any – to take. Paper F	The committee resolved to note the complaint.	Clerk to ensure a reply has been sent.	
AC24/068	To consider adding the requirement for BRAMM/NAMM registration to cemetery rules and forms. Paper G	The committee resolved to agree to adding the BRAMM/NAMM registration to cemetery rules and forms. This was proposed by Cllr Furniss, seconded by Cllr McLeod and unanimously agreed.	Clerk to update cemetery rules.	
AC24/070	To note a report on planting and floral tributes in the lawned cemetery and consider what action – if any – to take. Paper H	The committee resolved to support the current policy for the cemetery which prohibits the planting of plants, shrubs and trees in the cemetery. This was proposed by Cllr Dunn, seconded by Cllr Furniss and unanimously approved.	Clerk to write to grave owners to request removal of floral tributes and planting.	
AC24/071	To consider applying for official Commonwealth War Graves signage. Paper I	Deferred until the next meeting due to insufficient information given.	Clerk to provide additional information	
AC24/072	To consider the playground inspection report and any action resulting from it. Paper J	The committee resolved the accept the report and request that Ground staff or a contractor deal with the medium risk at Wharf Lane recreation ground.	Clerk to speak with Ground staff	

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
AC24/076	To consider the Rockley Park tree survey and authorise expenditure for routine work. Paper K	Proposed by Cllr Furniss seconded by Cllr O Bere, the committee unanimously resolved to authorise the expenditure for the routine work on Rockley Park Cedars to a cost of £6,630 +VAT and to request the release of necessary funding from reserves by F & GP.	Clerk to add to F+GP agenda.	
AC24/077	To consider quotes for replacement of Toilet door at Rockley Park following vandalism – Paper L papers to follow	The committee resolved to request for further investigations and quotes, and to ensure that the replacement is vandal proof. It was suggested that contact be made to other council's to ask what they use.	Clerk to obtain additional quotations.	
AC24/078	To note a complaint with regards the traveller's site on A52. Paper M	The committee noted the complaint which was received regarding the travellers site on the A52. This is a Rushcliffe Borough Council or Nottinghamshire County Council matter and will be sent to the RBC Cllrs.	Administrator to send letter to RBC Cllrs	
AC24/079	To consider the formation of the following working groups:- a) Cemetery Pricing working group b) Dewberry Hill working group c) Lease Hire Charge review for Wharf Lane Football club working group d) Playground working group e) The Recreation ground working group	The Committee resolved to form the following working groups:- a) Cemetery working group instead of Cemetery Pricing working group so that it can include memorials, and fallen headstones. c) Lease hire charge review working group d) Playground working group e) The recreation ground working group	Clerk to draft Working Group Terms of Reference for all approved Working Groups.	

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	f) Valley Road playground working group Paper N	b) and f) were not formed as these need to be discussed at the Strategic Plan meeting.		
AC24/080	To consider a proposal by Cllr Bere for Wireless CCTV at Wharf Lane Recreation ground and Rockley memorial Park Paper O	The committee unanimously resolved to approve the purchase of CCTV for Wharf Lane and Rockley Memorial Park at a cost of up to £1,000 with funds to be released from general reserves with the proviso that advice be obtained prior to purchase to ensure that it is fit for purpose.	Clerk to add to F+GP agenda for release of funding.	
AC24/081	To receive any items for notification to be included on a future agenda – for information only	Reports from Councillors. Cllr O Bere sends apologies. Commonwealth War Graves Toilet at Rockley Park further options Sign for church yard to acknowledge PC maintenance.		
AC24/082	To note the date and time of the next scheduled Amenities Committee meeting as Tuesday, 03 October 2023 at 19.00.			Local Government Act 1972, Sch 12, p10 (2)(a)

Cllr McLeod reported that she attended an terrorism prevention training course and that she had had a meeting with PC Sanders regarding crime in the village, which residents had made a complaint about.

The meeting closed at 8.55pm

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

191/23

Draft Minutes of the Planning and Environment Committee meeting held on 12th September 2023 at 7pm in the Radcliffe Room, The Grange Radcliffe on Trent

Members Present:

Cllr Matt Douglas – Kirk (Chair)	Cllr Anne McLeod	
Cllr Nikki Farnsworth (Vice Chair)	Cllr Tracy James arrived at 7.15	
Cllr Irene Dovey		

Non-voting members: Cllr Annie Mackensie and Cllr Linda Lyn-Cook

Members Absent:

Cllr Phil Thomas	Cllr Sue Clegg	
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In attendance:-

Belina Boyer (Clerk)	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, 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).

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
P&E 24/043	To note apologies for absence.	The committee noted apologies from Cllrs Thomas and Clegg. Cllr James apologised for a late arrival.		Local Government Act 1972, s85 (1) & Sch 12, p40.
P&E 24/044	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	There were none received.		Localism Act 2011, s31.
P&E 24/045	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.
P&E 24/046	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	There were no members of the public present.		Public Bodies (Admissions to Meetings) Act 1960 1 (2)
P&E 24/047	To receive the minutes of the previous Planning and Environment Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Planning and Environment Committee Meeting Tuesday 25 July 2023	The committee unanimously resolved to sign the minutes of the Planning and Environment committee meeting held on 25 th July 2023.as a true record of that meeting.	Administrator to publish this on the website.	Local Government Act 1972, Sch 12, p41 (1).
P&E 24/048	To consider the following planning application for comment:	The committee considered the following planning applications and resolved to comment as follows:-	Clerk to submit this comment to RBC.	

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
	<p>a) 23/01645/VAR Variation of condition 7 (Site access scheme) of planning permission 19/01353/OUT to allow for 52 dwellings to be occupied prior to the proposed site access junction being in place Land North Of Grantham Road Radcliffe On Trent Nottinghamshire</p> <p>b) 23/01670/FUL Erection of 6no. new dwellings and 3no. detached garages with new access. Rear/side single storey extension to existing house no 141. Removal of 2no. TPO trees T12 (European Larch) and T13 (European Larch) Trelaw 139 Shelford Road Radcliffe On Trent Nottinghamshire</p>	<p>a) Proposed by Cllr Farnsworth, seconded by Cllr McLeod the committee unanimously resolved to object to the application 23/01645/VAR. on the grounds of safety.</p> <p>b) Proposed by Cllr Farnsworth and seconded by Cllr McLeod the committee unanimously resolved unanimously to object to application 23/01670/FUL on environmental grounds: Fencing would restrict the free movement of wildlife to Ridge Lane limiting habitats and the felling of TPO trees was considered unnecessary. Trees should be maintained and managed as required to facilitate maximum life span. tree removal.</p>		
P&E 24/049	<p>To note the following planning decisions:</p> <ul style="list-style-type: none"> • 23/00928/FUL Erection of 4no. pen boarding cattery Glebe House Cattery 	The committee noted all the planning decision unanimously.		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
	<p>45 Cropwell Road Radcliffe On Trent Nottinghamshire NG12 2FQ – Application Permitted</p> <ul style="list-style-type: none"> • 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 – Application Permitted <p>23/01436/FUL Demolish existing single storey flat roof garage and construct new single storey rear and side extension with pitched roof 26 Prince Edward Crescent Radcliffe On Trent Nottinghamshire NG12 2DX – Application Permitted</p>			

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
P&E 24/050	To consider engaging in the community consultation for Heron Solar Farm .	The committee resolved to request the clerk to engage with the community consultation for Heron Solar Farm and give a positive comment on the Parish Council's behalf, stating that it is a positive step forward in reducing the carbon footprint. This was proposed by Cllr Farnsworth and seconded by Cllr McLeod and Unanimously agreed by all members.	Clerk to send comment for the Heron Solar farm.	
P&E 24/051	To consider a reply to the Levelling-up and Regeneration Bill: consultation on implementation of plan-making reforms consultation and any submission to make to the National Association of Local Councils. Paper B	The committee resolved not to send a reply or comment to the Levelling-up and regeneration Bill: consultation. This was proposed by Cllr Farnsworth and seconded by Cllr McLeod and unanimously agreed by all members.		
P&E 24/052	To receive any items for notification to be included on a future agenda – for information only	The fountain - update CIL update Neighbourhood plan Working groups		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
P&E 24/053	To note the date and time of the next scheduled Planning and Environment Committee meeting as Tuesday, 10 October 2023 at 19.00.	This was noted by all members.		

The meeting closed at 7.35pm

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

196/23

DRAFT Minutes of the Grange and Grange Hall Committee meeting held on 12th September 2023 at 8pm in the Radcliffe Room, The Grange Radcliffe on Trent

Members Present:

Cllr Sue Clegg (Chair)	Cllr Tracy James	
Cllr Gillian Dunn	Cllr Irene Dovey	
Cllr Harry Curtis	Cllr Anne McLeod	

Members Absent:

Cllr Tracie Bere (Vice Chair)	Cllr Phil Thomas	
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In attendance:-

Belina Boyer (Parish Clerk)	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	The Chair welcomed those present.		
GGH24/024	To note apologies for absence.	The committee noted that Cllr Douglas had resigned from the committee and that Cllrs Thomas and T Bere had sent their apologies.		Local Government Act 1972, s85 (1) & Sch 12, p40.
GGH24/025	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	There were none received.		Localism Act 2011, s31.
GGH24/026	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.
GGH24/027	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	There were no members of public present.		Public Bodies (Admissions to Meetings) Act 1960 1 (2)

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
GGH24/028	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). Paper A – Grange and Grange Hall Committee meeting 4 July 2023	Proposed by Cllr McLeod and seconded by Cllr Dovey, the committee resolved to sign the minutes of the meeting held on 4 th July 2023 as a true record of that meeting.	Administrator to publish to website.	Local Government Act 1972, Sch 12, p41 (1).
GGH24/029	To note the Grange and Grange Hall, Income/Expenditure over Budget and Events Revenue Budget for 2023/2024 to date. Paper B	The committee noted the Grange and Grange Hall Income/Expenditure and events revenue budget for 2023/2024 to date.		
GGH24/030	To note the Hall Managers report. Paper C	The committee noted the Hall Managers report. The committee fully supports the Hall Manger and Caretaker and Duty Officers when they need to clear the venue at the end of the hire period. Hirers are not permitted to exceed their hire period. Additional training will be given to staff.	Clerk to arrange training.	Local Government Act 1972,s101
GGH24/031	To note the Clerk’s report. Paper D	The committee noted the Clerk’s report which confirmed the legality of staff discounts.		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
GGH24/032	To receive and note updates and feedback from the Village Show. – Verbal report	The Committee noted an update by Cllr Clegg who informed the meeting that there would be a Village Show meeting on 13 th September to discuss the event in detail. The Chair stated that the event went well and thanked the Administrator for her involvement in planning for the show.	Report from Village Show meeting to go to next G+GH meeting and Events Working Group.	
GGH24/033	To consider which Working Groups will be required to serve and report back to this committee. Paper E	The committee resolved to create an Event Working Group. Further working groups might be formed following the Strategic Plan meeting on the 23 rd September.	Clerk to draft event Working Group Terms Of Reference	
GGH24/034	To receive and note correspondence and feedback from hirers (if there was any). Paper F	The committee noted the correspondence and feedback received from hirers and stated it was great to see appreciation for staff.		
GGH24/035	To note the date and time of the next scheduled Grange and Grange Hall Committee meeting as Tuesday, 10 October 2023 at 19.00.	The committee noted the date of the next meeting and suggested the time be at 7.45pm.		Local Government Act 1972, Sch 12, p10 (2)(a)

The meeting closed at 9.00pm

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

Presiding chair of approving meeting

PAPER C

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

RADCLIFFE ON TRENT PARISH COUNCIL NT0140

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year’s AGAR:

- Section 2, Box 2, the annual precept, does not agree to the figure published by the precepting authority. The figures in Boxes 2 and 3 should read £328,605 and £145,119 respectively. All grants and other income, including Council Tax Support Grant, should be shown in Box 3, as per the guidance notes on the AGAR.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertions in Section 1, Boxes 4,5 and 7, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

 SIGNATURE REQUIRED

Date

26/08/2023

PAPER D



Following consultation with a range of community organisations across the county, our membership scheme has been designed to offer support that is specifically tailored to the needs and concerns of community organisations. Offered at a cost of **£95/year (+VAT)**, RCAN membership provides your group with personalised support and access to Nottinghamshire’s specialist rural organisation.

WHAT WE DO

Rural Community Action Nottinghamshire has nearly a hundred years of experience working across Nottinghamshire. Click on the headings below to find out more about what we do and how we can help your group:

- + Community Planning
- + Transport and Access Support
- + Consultation and Engaging the Community
- + Health and Wellbeing
- + Economic Regeneration and Funding
- + Regional Rural Policy
- + Raising the Rural Voice

BENEFITS



funding opportunities.



Quarterly newsletters packed with informative articles, funding opportunities and updates relevant to you.



Support with governance, policy and access to our guidance on how to run your group effectively.



Access to 'discounted' training packages and webinar provision.



Unique opportunities for networking and connecting with others.

your constitutional structure.



Assistance with igniting positive community action, including how to encourage volunteers to support your group and create meaningful 'Buy In' from your community.



Access via RCAN to ACRE's information network, advisors, and resources.



The opportunity to have your say on the issues that are affecting you or your local area.



Telephone access to an Advisor and specialists who have extensive experience supporting rural communities and are part of a wider National network.

HOW DO I JOIN?

You can register your interest for our membership scheme or sign up in two different ways:

- **Email** enquiries@rcan.org.uk
- **Call** 0115 6975800

PAPER E

Appendix A - Application

APPLICATION FORM FOR THE ROLE OF PARISH COUNCILLOR

Radcliffe on Trent Parish Council

Full name	Ethan Dowson
Home address Inc. Postcode	
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 / No

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?	<input checked="" type="radio"/> Yes / <input type="radio"/> No
Are you 18 or over?	<input checked="" type="radio"/> Yes / <input type="radio"/> No

(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 ?	<input checked="" type="radio"/> Yes / <input type="radio"/> No
Have you lived either in the parish of Radcliffe on Trent, or within three miles of its boundary, for at least a year?	<input checked="" type="radio"/> Yes / <input type="radio"/> No
Have you been the owner or tenant of land in the parish of Radcliffe on Trent for at least a year?	<input checked="" type="radio"/> Yes / <input type="radio"/> No
Have you had your only or main place of work in the parish of Radcliffe on Trent for at least a year?	<input checked="" type="radio"/> Yes / <input type="radio"/> 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 / <input checked="" type="radio"/> 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 / <input checked="" type="radio"/> No
Are you disqualified by order of a court from being a member of a local authority?	Yes / <input checked="" type="radio"/> No
Are you employed by Radcliffe on Trent Parish Council, a joint committee or hold a paid office?	Yes / <input checked="" type="radio"/> No
Are you subject to the notification requirements of the Sexual Offences Act 2003 or Sexual Risk Orders?	Yes / <input checked="" type="radio"/> No

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

In order to be in a position where I can help to provide a positive impact on the local community I have worked in Radcliffe for over a year and really can see the potential this village has. I feel I can contribute to the success of making Radcliffe the best place to visit, live and work.

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.

As a younger individual I would want to bring an alternative perspective to discussions as well as highlighting issues faced by the younger population. Furthermore, to also represent smaller communities within the parish of Radcliffe-on-Trent of whom are sometimes overlooked.

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 have strong communication skills of which I have developed through my field of work, moreover, having the ability to listen and be open-minded to opinions and views that may differ from my own and take them into equal consideration.

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

What plans does the council have to engage with younger demographics?

Signed. 

Date:15/09/23.....

SS/10/21

10/10/21

PAPER F

LOCAL COUNCIL AWARD SCHEME NATIONAL PANEL DATES 2024

January 2024 round:

Task	Deadline
Deadline for LCAS applications	5 January 2024
Deadline for NALC to provide triage feedback to councils	26 January 2024
Deadline for councils to respond to triage feedback	9 February 2024
Deadline for applications to be sent to panel	23 February 2024
Deadline for panel results	5 April 2024

May 2024 round:

Task	Deadline
Deadline for LCAS applications	3 May 2024
Deadline for NALC to provide triage feedback to councils	24 May 2024
Deadline for councils to respond to triage feedback	7 June 2024
Deadline for applications to be sent to panel	21 June 2024
Deadline for panel results	2 August 2024

September 2024 round:

Task	Deadline
Deadline for LCAS applications	6 September 2024
Deadline for NALC to provide triage feedback to councils	27 September 2024
Deadline for councils to respond to triage feedback	11 October 2024
Deadline for applications to be sent to panel	25 October 2024
Deadline for panel results	6 December 2024

PAPER G



Civility & Respect for the local council sector

- IS top of the
agenda

Definition of civility & respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.



IN COLLABORATION WITH SLCC, NALC, OVV, COUNTY ASSOCIATIONS

For more information about how
to get involved, visit:
www.nalc.gov.uk or www.slcc.co.uk

Civility & Respect Pledge

To treat other councillors, clerks, all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles.



How will this culture change be achieved?

- ✓ **Council signs up** to Civility & Respect Pledge
- ✓ **Undertake recommended training** for clerks, councillors and chairpersons
- ✓ Good **employment practices**
- ✓ Good **governance**
- ✓ Continued **lobbying for change** in legislation (including sanctions)
- ✓ **Dignity at work** policy
- ✓ **Seek professional help** at early stages of problem
- ✓ Learning from **best practice**
- ✓ Being a **role model**/champion council (Local Council Award Scheme)
- ✓ **Calling out bullying and harassment** when it happens



Take the pledge

Civility and Respect Pledge suggested agenda item:

To pass a resolution to sign up to the civility and respect pledge

Definition of Civility and Respect
Civility means politeness and courtesy in behaviour, speech, and in the written word.
Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

PAPER H

SLCC

For Local Council Professionals •

Join our Community



Society of Local Council Clerks (SLCC) is the professional body for local council clerks and senior council employees in England and Wales.

We ensure that our members are equipped with the necessary knowledge, training and skills to thrive within their role and best support their council and community.

Founded in 1972 and celebrating our 50th anniversary in 2022, SLCC has gone from strength to strength, starting with just 50 members and now representing clerks to over 5,000 parish, town and community councils.

Whether you seek expert advice, to develop your professional career or simply build relationships with your fellow clerks, we can offer you the support and recognition you deserve.

'I have worked for the Parish Council for a number of years and finally I have taken the plunge to retire!

SLCC has been an excellent organisation which has offered support to me over many years of service, providing advice and motivation towards carrying out the important roles of Clerk & RFO.

SLCC will no doubt continue to provide good support, training and assistance especially to new entrants! All good wishes to the society and its members for the future.'

Jan Capon, Former RFO to Loose Parish Council

'I would like to take this opportunity to wish you and the full SLCC team all the very best for the future both professionally and personally. It's my view from my many years of membership that you all do an outstanding and invaluable job in the services that you undertake and offer to all local council's. I had the privilege to be active with SLCC locally, regionally and also nationally as a former NEC member - I even attended an IIMC event in Nashville in 2011 with the UK SLCC delegation!

Many rewarding memories over the years and much to be appreciative for to SLCC - please continue the fine work, needed more than ever at this challenging time for all involved in delivering public services at a very local level.'



10 Reasons to Join

1. Access fantastic money-saving benefits with **SLCC Rewards!** Take advantage of a wide range of online and offline discounts for the clerk as well as the council
2. Contact our team of experienced, expert advisors by telephone or email for answers to your professional queries
3. Read our bi-weekly news bulletin containing the latest sector news and information
4. Join our online, professional forum to participate in open discussions with your colleagues and benefit from their experience
5. Access over 700 best practice advice documents on a range of topics
6. Review our bi-monthly magazine called 'The Clerk' packed with advice, information and case studies
7. Discover the latest sector legislation and regulation at our events for a reduced rate
8. Advertise your councils' job on our website for a reduced rate
9. Maintain good practice by studying for a sector qualification or attending a training course for a reduced rate
10. Network with fellow clerks and discuss current issues at regular county based branch meetings

Making your Case for Membership

We understand that your council may not realise the benefit of your professional membership and, furthermore, appreciate why the council should subsidise the cost of the subscription. The following information can be utilized to help your council to understand the value of membership:



Under what power may councils pay the subscription of their clerk to SLCC?

The Local Government Act 1972 s 143 (1) (b) states that, 'a local Authority may pay reasonable subscriptions, whether annually or otherwise, to the funds of any association of officers or members of local authorities which was so formed.

Do many councils pay the SLCC subscriptions of their clerk under these powers?

The majority of SLCC members have their subscriptions paid by their council under this power.

Well that's all very well but you would say that wouldn't you. Who else agrees with you?

National Association of Local Council (NALC), Local Government Association (LGA) the Ministry of Housing, Communities and Local Government (MHCLG) now known as the Department for Levelling Up, Housing and Communities (DLUHC).

'Your clerk (and the council) benefit if the clerk is a member of the SLCC. The SLCC provides legal, financial and other advice, a useful training pack and considerable support and guidance from the clerks' network. Your council may wish to pay the clerk's subscription to the SLCC. There is also information available on the SLCC website www.slcc.co.uk.' As stated in the Good Councillors Guide 2018.



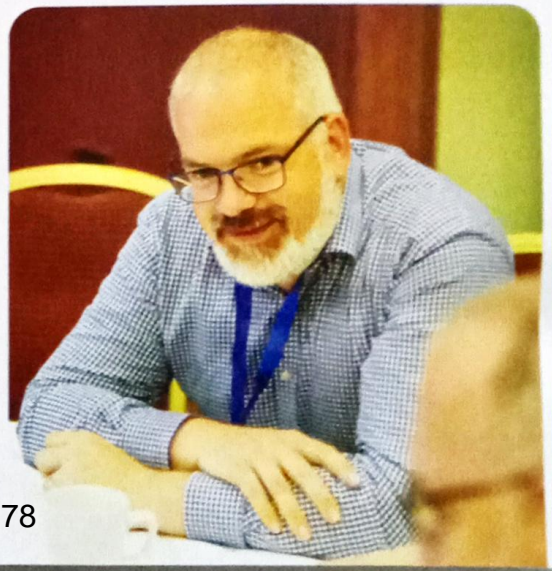
Okay but isn't SLCC in competition with NALC and the County Associations which represents councils?

No. SLCC and NALC (on behalf of itself and County Associations) signed a Strategic Partnership statement in 2017 which established, among other things, that:

'NALC and SLCC are clear in their support for councils to be members of their county associations and NALC and for clerks to be members of the SLCC and active in their county branches. In that way councils get the best possible support for the professional development of clerks; and training and advice for councils and councillors.'

NALC and SLCC will work together to raise the sector's reputation with the public, with Government, and with other national and local stakeholders and to ensure that government and other policies support local councils to help local communities.'

For more information or to join visit www.slcc.co.uk/membership





2023 Membership Subscription Rates

Full Membership

(Please total your gross annual salary or your gross pro-rata salary from all of your councils.)

Gross Annual Salary	Joining Fee <small>(new and lapsed members only)</small>	Annual Subscription
Up to £1,000	£5	£65
£1,001 - £2,000	£5	£73
£2,001 - £3,000	£5	£80
£3,001 - £4,000	£8	£101
£4,001 - £6,000	£8	£112
£6,001 - £8,000	£10	£139
£8,001 - £10,000	£10	£146
£10,001 - £15,000	£12	£177
£15,001 - £20,000	£12	£187
£20,001 - £25,000	£15	£222
£25,001 - £30,000	£15	£236
£30,001 - £35,000	£15	£279
£35,001 - £40,000	£20	£296
£40,001 - £45,000	£20	£337
£45,001 - £50,000	£20	£354
£50,001 - £55,000	£20	£403
£55,001 - £60,000	£20	£416
> £60,000	£20	£470

Membership Type	Joining Fee <small>(new and lapsed members only)</small>	Annual Subscription
Student	£0	£15
Principal or Principal (Affiliate)	£0	£55
<small>(In addition to the cost of full or affiliate membership)</small>		
Fellow or Fellow (Affiliate)	£0	£85
<small>(In addition to the cost of full or affiliate membership)</small>		
Affiliate	£15	£206
Past Service	£0	£42
Clerk Magazine only	£0	£36

Not sure which membership to apply for? Whether you're new to the sector or have years of experience, our range of membership means that there is a level to suit everyone.

- **Full membership** - receive all the services SLCC has to offer, to qualify you must be a clerk or other senior employee in a paid clerking position of town, parish or community councils, joint committees of town, parish and community councils, parish and community meetings, or charter trustees.
- **Affiliate membership** - includes some of the benefits of full membership, however, members may only attend branch meetings with the agreement of the relevant branch, may not vote and are not eligible to attend the SLCC's Annual General Meeting (AGM). Membership is available to anyone with a role or interest in local councils.
- **Principal / Fellow membership** – progress your full or affiliate membership, develop your career and gain recognition with the Professional Development Scheme (PDS). The PDS contains grades of membership which are awarded on a combination of experience, Continuous Professional Development (CPD) and qualifications. Visit www.slcc.co.uk/develop to view the criteria.
- **Past Service membership** – Left your council? Remain a member at a reduced rate and access to all the benefits of a full member except for the advisory service.
- **The Clerk Magazine** - Need more copies of The Clerk magazine? The Clerk magazine is included in the price of all the memberships above, although some members like a second copy to share with their council.

PAPER I

Social Media and Electronic Communication Policy

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DRAFT

Document History
Adopted by Council –

2. Introduction

The use of digital and social media and electronic communication enables the Parish/Town Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, Facebook page, Twitter account and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Policy will be updated to reflect the new arrangements.

The Council Facebook pages and Twitter account intends to provide information and updates regarding activities and opportunities within our Parish/Town and promote our community positively.

3. Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- If it is official Council business it will be moderated by either the Chair/Vice Chair of the Council or the Clerk to the Council;
- Social media will not be used for the dissemination of any political advertising.

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.
- Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.
- Refrain from using the Council's Facebook page or Twitter site for commercial purposes or to advertise market or sell products.

The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Sending a message/post via Facebook or Twitter will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests

for information through these channels. Instead, please make direct contact with the council's Clerk and/or members of the council by emailing.

We retain the right to remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given our limited resources available. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that '*A post breaching the Council's Social Media Policy has been removed*'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

4. .Parish/Town Council Website.

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

The Council may, at its discretion, allow and enable approved local groups to have and maintain a presence on its website for the purpose of presenting information about the group's activities. The local group would be responsible for maintaining the content and ensuring that it meets the Council's 'rules and expectation' for the web site. The Council reserves the right to remove any or all of a local group's information from the web site if it feels that the content does not meet the Council's 'rules and expectation' for its website. Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of the Council.

5. Parish/Town Council email.

The Clerk to the council has their own council email address (clerks email address) The email account is monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate.

The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and/or otherwise will always be copied to

the Clerk. All new Emails requiring data to be passed on, will be followed up with a Data consent form for completion before action is taken with that correspondence.

Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copy to the Clerk. NB any emails copied to the Clerk become official and will be subject to The Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

6. SMS (texting), WhatsApp, MS Messenger or similar

Members and the Clerk may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages irrespective of whether private or council devices are being used.

7. Video Conferencing e.g. Skype, Zoom, Teams.

If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

8. Internal communication and access to information within the Council.

The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council.

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

Communication Protocol

A. Parish Council Correspondence

- (i) The point of contact for the parish council is the Clerk, and it is to the Clerk that all correspondence for the parish council should be addressed.
- (ii) The Clerk should deal with all correspondence following a meeting.
- (iii) No individual Councillor or Officer should be the sole custodian of any correspondence or information in the name of the parish council, a committee, sub-committee or working party. In particular, Councillors and Officers do not have a right to obtain confidential information/documentation unless they can demonstrate a 'need to know'.
- (iv) Most official correspondence should be sent by the Clerk in the name of the council using council letter headed paper. For correspondence not sent by the Clerk, he must be provided with a copy.
- (v) Where correspondence from the Clerk to a Councillor is copied to another person, the addressee should be made aware that a copy is being forwarded to that other person (e.g. copy to XX).

B. Agenda Items for Council, Committees, Sub-Committees and Working Parties

- (i) Agenda should be clear and concise. They should contain sufficient information to enable Councillors to make an informed decision, and for the public to understand what matters are being considered and what decisions are to be taken at a meeting.
- (ii) Items for information should be kept to a minimum on an agenda.
- (iii) Where the Clerk or a Councillor wishes fellow Councillors to receive matters for "information only", this information will be circulated via the Clerk.

C. Communications with the Press and Public

- (i) The Clerk will clear all press reports, or comments to the media, with the Chairman of the council or the Chairman of the relevant committee.

- (ii) Press reports from the council, its committees or working parties should be from the Clerk or via the reporter's own attendance at a meeting.
- (iii) Unless a Councillor has been authorised by the council to speak to the media on a particular issue, Councillors who are asked for comment by the press should

make it clear that it is a personal view and ask that it be clearly reported as their personal view.

- (iv) Unless a Councillor is reporting the view of the council, they must make it clear to members of the public that they are expressing a personal view.
- (v) If Councillors receive a complaint from a member of the public, this should be dealt with under the Council's adopted complaints procedure.

D. Councillor Correspondence to external parties

- (i) As the Clerk should be sending most of the council's correspondence from a Councillor to other bodies, it needs to be made clear that it is written in their official capacity and has been authorised by the parish council.
- (ii) A copy of all outgoing correspondence relating to the council or a Councillor's role within it, should be sent to the Clerk, and it be noted on the correspondence, e.g. "copy to the Clerk" so that the recipient is aware that the Clerk has been advised.

E. Communications with Parish Council Staff

- (i) Councillors must not give instructions to any member of staff, unless authorised to do so (for example, three or more Councillors sitting as a committee or subcommittee with appropriate delegated powers from the council).
- (ii) No individual Councillor, regardless of whether or not they are the Chairman of the council, the Chairman of a committee or other meeting, may give instructions to the Clerk or to another employee which are inconsistent or conflict with council decisions or arrangements for delegated power.
- (iii) Telephone calls should be appropriate to the work of the parish council.
- (iv) Emails:
 - Instant replies should not be expected from the Clerk; reasons for urgency should be stated;
 - Information to Councillors should normally be directed via the Clerk;
 - E-mails from Councillors to external parties should be copied to the Clerk;
 - Councillors should acknowledge their e-mails when requested to do so.
- (vi) Meetings with the Clerk or other officers:
 - Wherever possible an appointment should be made;

- Meetings should be relevant to the work of that particular officer;
- Councillors should be clear that the matter is legitimate council business and not matters driven by personal or political agendas.

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Committee Terms of Reference

Power to decide

- All committees shall be standing committees with delegated power.
- Budgetary control and power to spend within agreed budget up to £10,000.
- Delegated power to spend from designated reserves associated with the committee up to £10,000.
- To appoint Working Groups and agree their Terms of Reference (Appendix 1)

Committee membership and quorum

- Membership will be twelve Members of the Parish Council to be appointed by Full Council at the Annual Meeting except for the HR committee which shall have six members.
- The Chair and Vice Chair shall be appointed by the Full Council at its Annual Meeting.
- Vacancies on the committee may be appointed to throughout the year by Full Council.
- The quorum of the meeting shall be four except for the HR committee which has a quorum of three.
- It is expected that Members of the Committee will undertake relevant training within three months of being appointed or as soon as it becomes available. Committee members must keep up to date with relevant legislation, policy, and guidance.
- Non-committee members may attend meetings but not vote.

Meeting frequency

- A meeting schedule for all council meetings shall be agreed by full council and may be amended from time to time. Additional meetings may be called and meetings may be cancelled giving appropriate notice.

Principle meeting officer

- Clerk/RFO

Amenities Committee

Principle objective

- Committee is to consider all matters relating to existing property and services of the Parish Council excluding The Grange and Grange Hall and their management.

Budgetary Matters

The following areas are considered to be part of the Committee's remit:

- Grounds Maintenance
- All council owned or managed open spaces
- Cemetery
- Play Areas
- Public Realm
- Set fees and charges for amenities.

Specific budget codes will be allocated in the budget setting process.

Delegated roles and functions

- Consider matters relating to the Parish Councils property, land and services.
- Responsible for the management and maintenance of play areas, adult gyms, public toilets and skate park.
- Consider matters relating to grounds maintenance.
- Consider all matters concerning the operation and maintenance of the Cemetery and closed churchyard.
- Responsible for the maintenance of car parks.
- Responsible for the maintenance of the Parish Council's footpaths and road surfaces.
- Recommend to the Finance and General Purposes Committee various budget lines associated with property and services as part of the budget setting process.
- Define the policies, standards of service and budgets for services and facilities.
- To be responsible for overseeing the development and improvement of services and facilities.
- Consider capital investment in amenities and related services.
- To appoint Working Groups such as, but not limited to: Grounds Maintenance, Play Equipment, Football Liaison, Leisure, Skate Park. Working Groups to be advisory and may admit non council members unless otherwise restricted.

Finance and General Purposes

Principle objective

- Committee is to consider matters relating to finance, strategy, policy, and management of business budgetary matters.

Budgetary Matters

The Committee has extensive delegated powers in relation to budget monitoring and management.

The following specific budgetary areas are considered as part of the Committee's remit:

- Administration
- Democracy
- Website
- IT provision
- Social media and Publicity
- Grants and Donations
- Health and Safety
- Audit
- Projects
- Rental Property and Leases

Delegated roles and functions

- Responsibility for the monitoring and administration of the Parish Council's agreed budget.
- Receive and consider reports and documents relating to finance, administration, and the general strategy of the Parish Council.
- Responsibility for recommending a budget to Full Council, which should include:
 - a. The budget (income and expenditure)
 - b. Three-year estimate
 - c. Investments
 - d. Reserves
 - e. Rental agreements for domestic properties
- Power to amend fees and charges for Parish Council services.
- Management and negotiation of land transactions on behalf of the Council including the content of leases.
- Policy review and adoption not otherwise reserved to Full Council or other committees.
- Consider and review policies relating to finance, administration, and strategy.
- Consider all matters relating to the audit process and where required to make recommendations to Full Council.
- Ensure that effective risk management and adequate insurance is in place.
- Consider expenditure that is not delegated to another committee of the Council. This would not apply to reserved matters.

Adopted 22/08/2023 (FC24/080)

- Establish, monitor, and review a long-term strategy for the Parish Council.
- To be responsible for civil emergency planning.
- Consider matters relating to communications including the website and social media.
- To approve any virements outside an approved committee budget.
- Consider and determine applications for grant aid in accordance with Grants Policy up to £5,000.
- To appoint Working Groups such as, but not limited to: Governance and Compliance, Publicity and Publications, IT, Health and Safety, Budget. Working Groups to be advisory and may admit non council members unless otherwise restricted.

Grange and Grange Hall Committee

Principle objective

This Committee is to consider all matters relating to The Grange, Grange Hall as well as council run events.

It will promote the Grange and Grange Hall and maximise business opportunities.

Budgetary Matters

The following areas are considered to be part of the Committee's remit:

- The Grange Hall
- The Grange
- Events run by Council

Delegated roles and functions

- Consider matters relating to the running of the Grange Hall and the Grange.
- Provision and Maintenance of Equipment and other Assets in relation to The Grange and Grange Hall
- Administration, management and maintenance of The Grange and Grange Hall
- All matters involving the running of The Grange and Grange Hall facilities and building management, pricing policies,
- All matters concerning the organisation of council run events,
- PR and Marketing for the Grange and Grange Hall as well as council run events.
- To Consider The Grange and Grange Hall Hire Charges & Concessions
- To maintain and review Health & Safety Policy & Procedures within its remit.
- To formulate and update a Marketing/Business Plan for the buildings
- To manage and administer Council premises to include maintenance and use of the facilities both by the Council and others, including the furnishing and equipping of the premises with regard to the Grange
- To consider licensing issues pertaining to the Grange and Grange Hall.
- To appoint Working Groups such as, but not limited to: Events, Pricing, Housekeeping and Maintenance, Christmas. Working Groups to be advisory and may admit non council members unless otherwise restricted.
- To be responsible for the provision of Christmas illuminations.

HR Committee

Membership

The membership of this committee is limited to six members of the council. Non-members may attend but not vote at meetings. They will need to leave when public and press are being excluded.

Ordinarily, in line with NALC recommendations, the chair of the council will not have automatic membership in any process where there is a requirement to retain impartiality.

Openness and Accountability

Members of the public may attend HR meetings but may be excluded from certain confidential items.

It is in the nature of this committee that some of the papers may not be available to the public as they will contain confidential information and personal data protected by law.

Minutes of the meetings are public.

Budgetary Matters

The following areas are considered to be part of the Committee's remit:

- Staffing Costs

Delegated roles and functions

- Consider matters relating to personnel, Human Resources (including Members) and volunteers.
- Consider and review all personnel and volunteer policies.
- Oversee the job recruitment process with the power to appoint personnel
- Recommend to the Finance and General Purposes Committee a staffing budget as part of the annual budget creation process.
- Manage any process concerning disciplinary, grievance and performance management
- Review performance management (including annual appraisals, target setting) and consider matters relating to training (including Member and Volunteer training) and staff Continuous Professional Development.
- Determine matters relating to staff pay, which includes increment increases and appeals.
- Monitor staff absence and manage any issues arising.
- Keep under review staff working conditions, including health and safety procedures.
- Consider grievance or disciplinary matters.
- Nominate a Member or Members of the HR Committee to seek independent HR advice when any matter concerns the Parish Clerk when appropriate.
- Ensure the Council complies with all legislative requirements relating to volunteers and the employment of staff.

Planning and Environment

Principle objective

This committee is to consider all matters relating to planning, development and the environment in the Radcliffe-on-Trent Parish Council area.

This includes all matters relating to planning applications, street naming, tree preservation orders, ad-hoc licencing applications, the Neighbourhood Plan and matters relating to regulations on the highway.

Budgetary matters

- The Committee has delegated budgetary powers in relation to the Neighbourhood Plan should there be a review in the future.
- The Committee will also monitor Community Infrastructure Levy (CIL) funds and make recommendations to Council on how they could be spent.

Delegated roles and functions

- Act as a statutory consultee to the planning authority.
- Consider and comment on all planning matters and planning applications (including those related to listed buildings, advertisements, and trees) relative to Radcliffe-on-Trent submitted by other authorities and to forward observations to the appropriate authorities.
- Respond on behalf of the Council to planning appeals and where required represent the Parish Council.
- Consider matters relating to licensing that are presented to the Parish Council.
- Comment on behalf of the Council on highways proposals.
- Liaise with other agencies on matters concerning highways.
- Identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations and S106 agreements.
- Recommend to Council how Section 106 and CIL funds should be allocated.
- Make any determinations that are required under the Neighbourhood Plan.
- Management of future reviews of the Neighbourhood Plan.
- Respond to all consultations on planning, development, highways, and licensing matters. This includes reviewing the Neighbourhood Plans submitted by other authority.
- To consider the environmental impact of any development and parish council activities.
- To appoint Working Groups such as, but not limited to: Railway liaison, Neighbourhood Plan, Environment. Working Groups to be advisory and may admit non council members.

Appendix 1

Working Groups will need to have Terms of Reference which define the scope and purpose of the Group. Working Groups may be task and finish groups which cease to exist once a project or event has been delivered. Below is a sample for an event specific working group for a one-off event.

XXX Working Group **Terms of Reference**

Introduction

A Parish Council may delegate decision making to either a committee, sub-committee or an officer of the authority. It cannot delegate any of its functions to a member of the Council or a working group. (LGA 1972 101 (1) (a))

Working Group membership and quorum

Membership will be a minimum of three Members of the Parish Council and a maximum of five Members of the Parish Council.

The working group shall have express authority to increase its membership to nine but the additional members must be third party community members with an interest in the project or able to act as a subject matter expert.

The quorum of the meeting shall be a minimum of three members present, two of which must be Members of the Parish Council or one third of the membership of the working group.

A chairperson will be appointed by the working group at its first meeting. At subsequent meetings if the Chair is not in attendance an interim chair will be appointed from the members who are present.

Report structure

The Model Working Group shall report to either the XXX relevant Committee or Full Council – whichever is the sooner so decisions can be obtained without significant delay.

Reports to either committee or Council must be with the principle meeting officer for that meeting at least seven clear days before the meeting so an item can be included in the agenda and papers.

Meeting frequency

The working group shall meet as often as is deemed necessary. All members of the working group must be invited to all meetings for openness and transparency. Meeting invitations should be delivered either by email or in writing at least 48 hours before the planned meeting.

Adopted 22/08/2023 (FC24/080)

Principle meeting officer

The working group will have no officer support. The group will produce its own agendas and minute notes for each meeting and any reports to go to committee or council.

The Administrator will provide administrative and project support - such as but not limited to marketing of the event - in agreement with their line manager.

Principle objective

A clear principle objective must be defined. See below for an example for an event working group.

Consider if a Model event will be held by the Council at **a given time**, having due regard to other events being held by other authorities and organisations, the venue, financial budgets and constraints, availability of staff resources to organise and deliver the event both on and before the event itself.

Budgetary matters

The working group will prepare a detailed budget proposal for the Model for recommendation to the XXX relevant Committee as necessary. Reports to either committee or Council must be with the principle meeting officer for that meeting at least seven clear days before the meeting so an item can be included in the agenda.

The Parish Clerk/RFO and **Other named officer** will have delegated powers to spend within the agreed budget.

Decisions

Decisions of the working group shall be by majority vote of those working group members present and any third parties who have been formally invited to attend the meeting. Uninvited attendees shall not be entitled to vote. The Chair of the meeting shall have a casting vote.

Delegated roles and functions

The working group is to organise **all** aspects of delivery of a Model event and support delivery of the event on the day including risk assessments, highways applications etc as appropriate to the event in question. Relevant information must be obtained from Rushcliffe Borough Council.

RADCLIFFE ON TRENT PARISH COUNCIL

COMMITTEE MEMBERSHIP MAY 2023

Name	Chair or vice chair	Standing committees				
		Finance & General Purposes	Amenities	Planning and Environment	Grange and Grange Hall	HR Committee
Anne McLeod	Chair of Parish Council	x	x	x	x	
Oli Bere	Vice Chair of Parish Council	x	x			
	Chair of Amenities					
Gillian Dunn	Vice Chair of F & GP	x	x		x	
Phil Thomas	Chair of F & GP	x		x	x	
Sue Clegg	Chair of G & GH	x		x	x	
Harry Curtis			x		x	
Matt Douglas-Kirk	Chair of Planning and env		x	x		
Irene Dovey		x		x	x	
Tracy James		x	x	x	x	
Oliver Furniss	Vice Chair of Amenities		x			
Tracie Bere	Vice Chair of G & GH		x		x	
Nikki Farnsworth	Vice Chair of Planning and env			x		
Anne Mackenzie						
Alice Tomlinson						
Linda Lyn-Cook						

RADCLIFFE ON TRENT PARISH COUNCIL

COMMITTEE MEMBERSHIP MAY 2023

AMENITIES
Oli Bere (Chair)
Oliver Furniss (Vice Chair)
Anne McLeod
Gillian Dunn
Harry Curtis
Tracy James
Matt Douglas-Kirk
Tracie Bere

FINANCE AND GENERAL PURPOSES
Phil Thomas (Chair)
Gillian Dunn (Vice Chair)
Anne McLeod
Oli Bere
Sue Clegg
Irene Dovey
Tracy James

PLANNING AND ENVIRONMENT
Matt Douglas-Kirk (Chair)
Nikki Farnsworth (Vice Chair)
Anne McLeod
Phil Thomas
Sue Clegg
Irene Dovey
Tracy James

GRANGE AND GRANGE HALL
Sue Clegg (Chair)
Tracie Bere (Vice Chair)
Tracy James
Irene Dovey
Harry Curtis
Phil Thomas
Gillian Dunn
Anne McLeod

HR

PAPER K

To be Tabled

PAPER L

CONFIDENTIAL

PAPER M

Correspondence to meeting

Correspondence previously circulated by email

Full Council September 2023

- Cllr Neil Clarke - Remembrance Sunday
- NALC - Option To Respond to DLUHC Nationally Significant Infrastructure Project Consultation
- NALC - D-DAY 80 - 6TH JUNE 2024
- RBC - Town and Parish update - September 1
- Black Mountains College: Climate Adaptation Course for Parish and Town Councillors
- NCC – Snow Wardens wanted

Glossary:

RBC	Rushcliffe Borough Council
NCC	Nottinghamshire County Council
NALC	National Association of Local Councils
NottsAlc	Nottinghamshire Association of Local Councils
SLCC	Society of Local Council Clerks