

COTGRAVE TOWN COUNCIL

SUITE F, COTGRAVE BUSINESS HUB, CANDLEBY LANE,
COTGRAVE, NOTTINGHAM, NG12 3US

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Mrs J Stephenson – Town Clerk

16th October 2025

Dear Sir/Madam,

You are summoned to attend the Town Council meeting being held on **Monday 20th October 2025 at 7pm**, which will be held in Cotgrave Futures Meeting Room, to transact the business specified below.

Members of the press and public are welcome to observe proceedings. Time is allowed for brief public participation. (Please forward details of any issues to the Town Clerk prior to the meeting).

Yours faithfully

J D Stephenson

**Mrs J Stephenson
Town Clerk**

AGENDA

1. To receive apologies for absence.
2. Declarations of Interest.
3. Public Open Session.
4. To confirm the accuracy of the minutes of the Council Meeting held on 8th September 2025 and to note the minutes of the Personnel Meeting held on 10th October 2025.
5. To consider progress with the decisions taken.
6. To confirm the Planning Minutes – to note
7. Planning Applications – to consider
8. Financial Matters – to consider
 - a) payments made (since last meeting).
 - b) income received (since the last meeting).
 - c) Financial Statements for August and September 2025.
 - d) Nottinghamshire CC Review of Payroll annual charges 2025-2026.
 - e) Conclusion of Audit – 31st March 2025.
 - f) Budget 2025/26 - Expenditure up to 30th September 2025.
9. Grants – to consider a grant application from a) Rushcliffe Family Hub.

10. Pensioners Christmas Meal – Update from Cllr L Healy.
11. Update from Ward Members
12. Correspondence.
13. Clerk's Reports
14. Councillors Reports

The press and public will be excluded from the meeting during consideration of the following item/s of business on the grounds that it involves the likely disclosure of exempt information as defined in Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960.

15. Staffing Matters