

COTGRAVE TOWN COUNCIL
COTGRAVE LEISURE CENTRE, WOODVIEW,
COTGRAVE, NOTTINGHAM, NG12 3PJ
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Town Clerk: Mrs J Stephenson

7th May 2015

Dear Sir/Madam

You are summoned to attend the **Annual General Meeting**, followed by the **Council's Ordinary Meeting** on **Wednesday 13th May 2015 at 7.00 pm** in Studio 4 of the Leisure Centre.

Members of the public and press are welcome to observe the proceedings. Time may be allowed for brief public participation.

Yours faithfully

Mrs J Stephenson
Town Clerk

AGENDA

Council Annual General Meeting

1. Election of Chairman and Vice Chairman and receipt of their declarations of acceptance of office.
2. Apologies for absence.
3. Council's schedule of meetings 2015/16 – to consider two options and if necessary to appoint committees and to approve their composition. (**Committee Chairman and Vice Chairman to be elected at first meeting of each committee**)
4. Cheque signatories: a) to approve Chairman and Vice Chairman of Council and 3 other members of Council, b) to agree signatories to stand for the 4 year term of Council.
5. Committees – a) to note representation on other bodies: Cotgrave Futures Trust (3), Parish Paths Warden, Snow Warden, Flood Warden, Tree Warden, Cotgrave Country Park Liaison Committee, b) to consider representation on Council's Personnel Committee (6).
6. To receive the following documents:

Cotgrave Town Council Documents: -

Council's Standing Orders, Budget 2015/16, Employment Relations, Chairmanship, Procedures & Mechanics of Debate at Meetings, Nottinghamshire Association of Local Council's – New Councillor Training.

Town Council Meeting

1. To receive apologies for absence.
2. Declarations of Interest.
3. To confirm the accuracy of the minutes the Town Council held on 25th March 2015 (Pages 1-7)
4. To consider progress with the decisions taken.
5. To receive and consider Committee Minutes:
 - a) Recreation and Parks Committee 15th April 2015 (Pages 8-16)
 - b) Finance and General Purposes Committee 29th April 2015 (Pages 17-23)
6. To confirm the Planning Minutes - (Page 24)
7. Planning Applications
8. Financial Accounts for year end 31st March 2015 – to approve accounts for Grant Thornton for final audit, a) Accounts Statement, b) Annual Governance.
9. Council's Code of Conduct – to agree to adopt Rushcliffe Borough Council's version.
10. Cotgrave Welcome Pack – to consider recommendation from working party meeting held on 16th April 2015.
11. To agree how to acknowledge the passing of present and/or previous members of council.
12. Strategic Board – a) answers received, b) new questions to be put to the board, c) Council's New office – information to follow.
13. Council's Insurance Policy – to consider to extend the long term agreement of the policy for three years.
14. Cotgrave Community Website – to receive an update.
15. Correspondence. (For information only)
16. Clerk's Reports
17. Councillors` Reports.
