

COTGRAVE TOWN COUNCIL

SUITE F, COTGRAVE BUSINESS HUB, CANDLEBY LANE,
COTGRAVE, NOTTINGHAM, NG12 3US
TELEPHONE: 0115 989 3876

Website: www.cotgrave-tc.gov.uk Email: clerk@cotgrave-tc.gov.uk

Mrs J Stephenson – Town Clerk

5th May 2022

Dear Sir/Madam,

You are summoned to attend the **Annual General Meeting** of Cotgrave Town Council, followed by the **Ordinary Council Meeting** both being held on **Wednesday 11th May 2022 at 7pm**, which will be held at **Cotgrave Methodist Church Hall**, 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.)

All Cotgrave Town Council's COVID-19 guidelines are advisory, as follows:-

- It would be good practice to take lateral flow test prior to attending the meeting.
- We would advise that you wear a face covering while moving within the building, this may be removed, if you wish, once seated.
- Please use the hand sanitiser provided.

Yours faithfully

Mrs J Stephenson
Town Clerk

AGENDA

Annual General Meeting

1. Election of Chairman and signing of the Declaration of Office.
 2. To receive apologies for absence.
 3. Election of Vice-Chairman of Council and signing of the Declaration of Office.
 4. Committees – to appoint representative on other bodies : Cotgrave Futures Trust (3), Cotgrave Country Park Liaison Committee (1).
 5. To receive the following Council documents: a) Schedule of Meetings for 2022-2023, b) Health and Safety Policy Statement (to be signed by the Chairman of Council).
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Town Council Meeting

1. To receive apologies for absence.
2. Declarations of Interest.
3. Public Open Session.
4. To confirm the accuracy of the minutes of the Town Council meeting held on 13th April 2022.
5. To consider progress with the decisions taken.
6. To confirm the Planning Minutes – to note
7. Planning Applications
 - 22/00610/LBC The Old Rectory, Rectory Road, Cotgrave, Nottingham, NG12 3HU – single storey rear extension.
 - 22/00609/FUL The Old Rectory, Rectory Road, Cotgrave, Nottingham, NG12 3HU – single storey rear extension.
 - 22/00642/FUL 4 Fields View, Cotgrave, Nottingham, NG12 3GU -Single storey rear extension with paved terrace roof, alterations to existing steps access.
 - 22/00787/FUL Seymour Cottage, 13 Bingham Road, Cotgrave, Nottingham NG12 – Single storey rear extension.
8. Financial Matters – to consider a) payments made, b) income received (since the last meeting), c) Financial Statements for March 2022.
9. Review of the following policies – a) Financial Regulations, b) Risk Management.
10. Working Groups – a) Grassmere Play Park – updates, b) Queen’s Platinum Jubilee Celebrations -Update, c) Cotgrave Miners Memorial.
11. Correspondence
12. Clerk’s Reports
13. Councillors Reports