

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

12th May 2023

Dear Sir/Madam,

You are summoned to attend the **Annual Town Meeting** of Cotgrave Town Council, followed by the **Ordinary Council Meeting** both being held on **Wednesday 17th May 2023 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.)

Yours faithfully

J D Stephenson

**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. Receipt of Declaration of Acceptance of Office for all councillors and Members Register of Interest form (to be completed and returned to Council within 28 days).
 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), Personnel Committee (6).
 5. Bank Signatories :- to confirm the bank signatories for the full term of council (4 years)
 6. To receive the following Council documents: a) Schedule of Meetings for 2023-2024
b) Health and Safety Policy Statement (to be signed by the Chairman of Council).
 7. Report in relation of Section 137 expenditure - 2022/2023
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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 12th April 2023.
5. To consider progress with the decisions taken.
6. To confirm the Planning Minutes – to note
7. Planning Applications
23/00711/FUL 159 Ringleas, Cotgrave, Nottingham, NG12 3PQ – single storey extension to the rear.
23/00754/FUL 8 Tulip Close, Cotgrave, Nottingham, N12 3SX – construction of detached garage.
8. Financial Matters – to consider a) payments made, b) income received (since the last meeting), c) Financial Statements for March 2023.
9. Review of the following policies – a) Financial Regulations, b) Risk Management, c) Standing Orders, d) Freedom on Information.
10. Insurance Policy – to appoint council's insurance for 2023/24
11. Working Groups – a) UKSPF/Broadmeer Play Park,
12. Grass Mower – to consider options to replace the ride on grass mower.
13. Nottinghamshire County Council Local Community Fund – to consider options.
14. ICT Improvements – to consider quotation.
15. Correspondence
16. Clerk's Reports
17. Councillors Reports