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| **COTGRAVE TOWN COUNCIL** SUITE F, COTGRAVE BUSINESS HUB, CANDLEBY LANE, COTGRAVE, NOTTINGHAM, NG12 3US  TELEPHONE: 0115 989 3876  Website: [www.cotgrave-tc.gov.uk](http://www.cotgrave-tc.gov.uk) Email: [clerk@cotgrave-tc.gov.uk](mailto:clerk@cotgrave-tc.gov.uk) **Mrs J Stephenson – Town Clerk** |

2nd November 2023

Dear Sir/Madam,

You are summoned to attend the Town Council meeting being held on **Wednesday 8th November 2023 at 7pm**, which will be held at **Cotgrave Methodist Church Hal**l, 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).

**The press and public will be excluded from the meeting during consideration of Items 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.**

Yours faithfully

**J D Stephenson**

**Mrs J Stephenson**

**Town Clerk**

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**AGENDA**

1. To receive apologies for absence.

2. Declarations of Interest.

3. Public Open Session.

4. To co-opt to fill vacancies on the Town Council – Local Government Act 1972.

5. To confirm the accuracy of the minutes of the Council Meeting held on 11th October, and the Personnel Committee meeting held on 16th and 30th October 2023.

6. To consider progress with the decisions taken.

7. To confirm the Planning Minutes – to note

8. Planning Applications

23/01678/FUL 13 Chestnut Drive, Cotgrave, Nottingham, NG12 3TZ – single storey side and   
 rear extension. Additional parking to front.

23/01926/FUL Fosse Paddock, Nottingham Road, Cropwell Bishop, Nottinghamshire,   
NG12 3JU – single storey extension to existing holiday accommodation to   
create single, accessible holiday let.

9. Financial Matters – to consider the following items -

a) payments made,   
b) income received (since the last meeting),   
c) Financial Statements for September 2023,  
d) to consider forming/re-introduction of a Finance Committee (with Terms of   
 Reference/Meeting Date or a Working Group   
e) To approve the purchase of a new electric strimmer,  
f) to arrange a Budget Group Meeting.

10. Grants - to consider grant applications from Cotgrave’s Young Peoples Centre

11. Personnel Committee – to approve documents/forms/policies put forward by the Personnel Committee –

a) Daily Road Vehicle Check Sheets (x3),

b) Incident Report Form,

c) Risk Assessment – Strimming,

d) Stress Management Policy and Risk Assessment,

e) Appraisal Forms

12. Council Events:

1. Remembrance Day Parade 12th November – to give an update.
2. Christmas Lights and Market 24th November – to give an update.
3. Pensioners’ Christmas Meal - Update

13. Maintenance Charge for residents of Hollygate Park – to agree to a motion to permit council to lobby Rushcliffe Borough Council on the charges incurred by the residents of the new houses on Hollygate Lane.

14. Rural Community Action – support for new social hubs.

15. Police and Crime Commissioner – Does council wish to submit any questions to the Commissioner for her meeting with the Accountability Board.

16 Correspondence

17. Update from Ward Members

18. Clerk’s Reports

19. Councillors Reports

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